(When Filled In)

FITNESS	REPORT	(Part I)	PERFORMANCE	F

	, , , ,	x Elit Oranii	
FOR THE ADMINISTRATIVE OFFICER CO. 1.	INSTRU	UCTIONS	
FOR THE ADMINISTRATIVE OFFICER: Consult curren	nt instructi	ons for completing this r	eport.
FOR THE SUPERVISOR: This report is designed to this evaluation to your supervisor and senior			
strengths and weaknesses. It is also organize	or the repor	t can help you prepare	for a discussion with him of his
ander conditions specified in Rebuiltion Me-4	7(). IT 10 P	ecommended that you easi	Aba amaina form bafan in lai
rersonnel no later than 30 days after the date			
SECTION A.	GEN	ERAL	
1. NAME (Last) (First)	(Middle)		3. SEX 4. SERVICE DESIGNATION
HANSON Helen 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	E.	16 July 1913	F
OCR/OAD/Administrative Staff		Administrative O	
7. GRADE 8. DATE REPORT DUE IN OP	9. PERIOD C	OVERED BY THIS REPORT (Inc	
GS-14 11 October 1957	6 Octo	ber 1956 - 6 October	r 1957
10. TYPE OF REPORT INITIAL (Check one)		MENT - SUPERVISOR	SPECIAL (Specify)
SECTION B.		MENT-EMPLOYEE	
		ICATION	
NOT:	-	SHOWN TO THE INDIVIDUAL R	RATED. IF NOT SHOWN, EXPLAIN WHY
A. CHECK (X) APPROPRIATE STATEMENTS:			
THIS REPORT REFLECTS MY OWN OPINIONS OF VIDUAL.	THIS INDI-	IF INDIVIDUAL IS RAT	ED "1" IN C1 OR D. A WARNING LET- LA COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINIONS AND PREVIOUS SUPERVISORS.	OF MYSELF	1 CANNOT CERTIFY THA	T THE RATED INDIVIDUAL KNOWS HOW ERFORMANCE BECAUSE (Specify):
X I HAVE DISCUSSED WITH THIS EMPLOYEE HIS	STRENGTHS		(0,000,)
AND WEAKNESSES SO THAT HE KNOWS WHERE HE S	TANDS.		
10 Oct. 1957	ME AND SIGNA	ATURE OF SUPERVISOR D. SUP	
2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUB-	STANTIAL DIF	EFFERINGE OF ORIVING	
FORMATION, WHICH WILL LEAD TO A BETTER UNDER	RSTANDING OF	THIS REPORT.	ME SS. ENTISSIE, ON ANT STHER THE
	ladin		
•			DATE
· .	. 1		DIOCE
•		Posted Pos Critici	11,957
•			10/22
	į	Review	, , , , , , , , , , , , , , , , , , , ,
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certify that any substantial difference of op	pinion with	the supervisor is softent	CONTINUED ON ATTACHED SHEET
B. TYPED OR PRINTED NAM	E AND SLONA	THE OF REVIEWING C. OFF	ICIAL TITLE OF REVIEWING OFFICIAL
10 00t. 1957		A	AD/CR
SECTION C. JOB	PERFORMANO	CE EVALUATION	
. RATING ON GENERAL PERFORMANCE OF DUTIES			
DIRECTIONS: Consider ONLY the productivity a nis duties during the rating period. Compare b dibility. Factors other than productivity will			
1 - DOES NOT PERFORM DUTIES ADEQUATE	LY: HE 15 11	NCOMPETENT	
2 - BARELY ADEQUATE IN PERFORMANCE: CARRY OUT RESPONSIBILITIES.	ALTHOUGH HE	HAS HAD SPECIFIC GUIDANCE	E OR TRAINING, HE OFTEN FAILS TO
3 . PERFORMS MOST OF HIS DUTIES ACCE	PTABLY: OCC	ASIGNALLY DEVEALS SOME ADD	
INSERT 5 - A SINE REDECOMANOS CARRETENT.	FFFFCTIVE MA	ANNED	
NUMBER 6 - PERFORMS HIS DUTIES IN SUCH AN O	UTSTANDING N	MANNER THAT HE IS EQUALLED	DNALLY WELL. Den by few other persons known to
Joi ERVISOR.			ĺ
OMMENTS:			
			·
			1

SECRET

NOTICE OF EMPHOYER DESIGNATION FOR TAX PURPOSES

HANSON HELEN E

EMPLOYER IS CIA AS OF 7 JUNE 1964

SECRET

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87=793 AND DCI MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS. EFFECTIVE 5 JANUARY 1964.

ORGN FUNDS

GR#ST

GS 14 6

SERIAL

OLD

SALARY

\$14,970

NEW

SALARY

\$15,865

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•			•		
				•	
* ,	-				·
		***********			•
1. LAST NAME	FIRST NAME	INITIAL(S)	2. APPOINTMENT DATA	3. TOTAL SERVICE FOR	LEAVE
HANSON	HELEN	E	10/06/47 F/X P/T	(as of date of separ	ation)
4. DATE AND NATURE	OF SEPARATION		Subject to Sec. 203(d), 1951 Leave Act	Years Mon	
	•		Yes No	6 5	5 27
Resignatio	n 04/03/64		Ceased to be subject to Sec. 203(d)	More than 15 years	•
			on Annual Leave Bal.		
	Y OF ANNUAL AND SICK I	EAVE	SUMMARY OF HOME L	.EAVE	REMARKS
(HO	URS)	ANNUAL Sick	(DAYS)		
5. Balance from prior le	eave year ended 1-4		14. Date arrival abroad for HL purposes		
19 64		238 1352	1.5. Current bolance as of19		
6. Current leave year a	ccrual through 03/28	u 11 /	16. 12-month accrual rate		1
19_64		48 24	17. Dates leave used, prior 24 months		
7. Total		286 1376	17. Dules leave used, prior 24 monins		
8. Reduction in credits,	if any (current year)		18. Monthly accrual date		<u>}</u>
9.º Total leave taken		32 0	19. Calendar days credit for next accrual date]
10. Salance	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	254 1376	20. Date basic service period completed		SCD: 03/29/43
1		77.7-7.70	MILITARY LEAVE		3, 3, 3,
11. Total hours paid in le	ump sum240	·	21. Dates during current calendar yr.	0	1
12. Salary rate(s) 15.	865.00		22. Dates during preceding calendar yr.	, 0	1
13. Lump sum leave date		•	ABSENCE WITHOUT	PAY	
From 0830/4-	6-64 1700/5-15	5-64 8		LWOP or AWOL or	†
		(Hours)		Furlough Suspension (Hours)	¹
			23. During leave year in which separated	0 0	1
		April 64	24 During stensingrease waiting		4
	ef payroll		period which began on 10/27/6		
	(Title)	(Tetephone)	25. During 12-month HL accrual period (dates):	**	-

RECORD OF LEAVE DATA TRANSFERRED

8

NAME

Standard Form No. 1150 6 GAO 8000

1150-105

HANSON HELEN E

			NOTIFIC.	ATION OF	PERSO	NNEL	ACTIO	N					
T. SERTAL NUMBER	2. NAME (LAST-	FIRST-MIDDLE)										-	
	HANSON	HELEN	Ε .										
3. NATURE OF PERSONN	EL ACTION				4. EFFECT	VE DATE	S. CATE	GORY OF E	MPLOYME	NT			
RESIGNATI	ON				04 C		я. Ц	F	REGU	LAR			
				ļ	7. COST CE	NTER NO.	CHARGEABLE	8. CS	C OR OTH	ER LEGAL	AUTHOR	ITY	
6. FUNDS				Ì									
9. ORGANIZATIONAL DE	SIGNATIONS				10. LOCATI	ON OF OF	FICIAL STATIC)N					******
				•									
DDI/OCR OFFICE OF ADMINISTR	THE AS	SISTANT STAFF	T DIRE	CTOR	WASH	۱.,	D. C.						
11. POSITION TITLE					12. POSITI	ON NUMBI	R	13. S	ERVICE D	ESIGNATIO)N		
	ADM OF	FICER (СН										
14. CLASSIFICATION SCH			15. OCCUPATI	ONAL SERIES	16. GRADE	AND STE)	17 5	ALARY OR	DATE			
	GS												
18. REMARKS					14 6)			586	5			
19. ACTION 20. Employ.	21. OFFICE (BELOW FOR 22. STATION CODE	R EXCLUSIVE U	SE OF TH		CE OF PER	26. D	L ATE OF GI	RADE	27. DAT	E OF LE	
		Ī					16 13			, w.	, mo.	DA .	YR.
28. NTE EXPIRES	29. SPECIAL REFERENCE		ENT DATA	31. SEPARATION	32. CORREC	TION/CAN	CELLATION DA	TA	· · · · · · · · · · · · · · · · · · ·		33. SEC		34. SEX
MO. DA. YR.	WET EREITE	1 - CSC 3 - FICA 5 - NONE	CODE		TYPE	MO.	DA. YR	EC	D DA	(A T	REC). NO.	
35. VET. PREFERENCE	36. SERV. COMP		I IG. COMP. DATE	38. CAREER CA	TEGORY	39.	FEGLI / HI	ALTH INS	URANCE	V	40 500	AL SECT	RITY NO.
CODE 0 NONE 1 5 PT. 2 10 PT.	MO. DA.	YR. MO.	DA. YR.	CAR. RESV.	CODE	CODE	0 - WAIVER		TH INS. C	ODE	14. 200		
41. PREVIOUS GOV	ERNMENT SERVICE	DATA	42. LEAVE CA		FEDERAL TA	X DATA		44.		STATE	TAX DAT	Ά.	· · · · · · · · · · · · · · · · · · ·
1 - NO-BRE 2 - BREAK	/IOUS SERVICE AK IN SERVICE IN SERVICE (LESS IN SERVICE (MORE	THAN-3 YRS.)	CODE	FORM EXECUTED I . YES 2 - NO	CODE	NO. TA	X EXEMPTIONS	1	EXECUTE · YES · NO	D	CODE	NO. TAX EXEMP.	STATE CODE
			SIGNA	TURE OR OTH	ER AUTH	ENTICA	TION				· · · · · · · · · · · · · · · · · · ·		
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downgrading and declassification

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Serial No.	 	2.	·····	N	ame				3.		Cost Cen	ter Number		4.	LWOP	Hours
		HAN	SON	HEL	EN	E							_			
		OLD SA	LARY RA	TE			6.			1	NEW SALARY	RATE		7.	TYPE A	CHOW
Grade	Step	Sc	olary	los	Eff.	Date		Grade		Step	Salary	Effective	Date	PSI	LSI	all Di
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SIGN	TAI	URE		000 00 00		å å		80	0000	000-		oodate		<u> </u>)	156.

Form 560 9-61 Obsolete Previous Edition

(4-51)

2. NAME (LAST-FIRST-M	MIDDLE)					
	,					
HANSON	HELEN E					
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE MO. DA. YR.	5. CATEGORY OF EMPLO	DYMENT	
		4	1 4 1		•	
REASSIGNMENT			05 01 63	SEARLE 8 CSC O	R OTHER LEGAL AUTHORITY	
. FUNDS			7. COST CENTER NO. CHARC	0. 650	N OTHER CLOSE MOTHORITI	
				.		
ORGANIZATIONAL DESIGNATIONS			<u> </u>			
DDI/OCR						
			DISTRI	CT OF COL	UMBIA. US	
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					•	
1. POSITION TITLE .			12. POSITION_NUMBER	13. CARE	ER SERVICE DESIGNATION .	
DM OFFICER						
4. CLASSIFICATION SCHEDULE (GS, LB, etc.)	IS OCCUPA	ATJONAL_SERIES	16. GRADE AND STEP	17 CALA	RY OR RATE	
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1-63 MFG. 1-63

Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND DCI MEMORANDUM DATED 1 AUGUST 1956 SALARY IS ADJUSTED AS FOLLOWS. EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN:	FUNDS	OLD GR_ST	OLD Salary	NEW GRLST	NEW SALARY
HANSON HELEN E				14 5	\$13250	14 5	\$14545

SECRET (When Filled In)

4. LWOP Hours 1. Serial No. Cost Center Number Name HOWARD TENANCH DDIZOCR-HANSON HELEN E 7. TYPE ACTION NEW SALARY RATE OLD SALARY RATE PSI LSI Salary Effective Date Grade Grade Salary Last Eff. Date \$13,250 10/29/61 **512,990** 05/01/60 14 8. Remarks and Authentication NO EXCESS LWOP IN PAY STATUS AT END OF WAITING PERIOD IN LWOP STATUS AT END OF WAITING PERIOD PAY CHANGE NOTIFICATION Obsolete Previous Edition SECRET 560 (4-51)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED

1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

ŜD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
	HANSON HELEN E			GS-14 4	\$12,075	\$12,990

/S/ ÉMMETT D' ECHOLS

DIRECTOR OF PERSONNEL

1. EMP. SERIA	L NO.	2.	ŀ	NAME			3. ASSIGN	IED ORGAN.	4. FUNDS	5. ALI	LOTMENT
		HANSON	HELE	NE			DD	I/OCR /			
6.	OL	D SALARY R	ATE			7.	N	EW SALARY	RATE		
GRADE	STEP	SALARY	LAST E	FFECTIVE	DATE	GRADE	CTED	GALARY	EFFE	CTIVE DA	ATE
011/101	J1L1	JALAN1	Mo.	DA.	YR.	GRADE	SŢEP	SALARY	MO.	DA.	YR.
95 14	3	\$11,835	11.	02	58	GS 14	4	\$12,075	05	01	60
		TO BE	COMPL	ETED	BY, TH	IE OFFICE	OF COM	MPTROLLER			
8. CHECK ON	E 🔼 H	O EXCESS LWOP	Exc	ESS LWOP		9. NUMBER O	F HOURS LW	OP			
IF EXCESS LW									- 		
		ND OF WAITING PERIO				10. INITIALS	OF CLERK	11. AUI	DITED BY		
	LWOP STATU	S AT END OF WAITING									i.
		то в	COM	PLETE	BYT	HE OFFIC	E OF PE	RSONNEL			
12. TYPE OF A		.S.I. PAY ADJU	STMENT			13. REMARKS					
14. AUTHENTI	CATION					0	0				
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FORM 2-59	560	OBSOLETE PREVIOU	S EDITION	1 60b.	SE	CRET	0	FFICIAL PERSO	NNEL FO	LDER	(4)

SECRET (WHEN FILLED IN)

	AL NO.	2.		NAME				3. ASSI	SNED ORGAN.	4. FUND	S 5. AL	LOTMEN
		HANSON	HELE	N E				DD	1/OCR -1			
6.		LD SALARY F	RATE			7.	· · · ·		NEW SALARY	RATE		
GRADE	STEP	SALARY	LAST	EFFECTIV	E DATE	1]			EF	FECTIVE D	ATE
		SALARI	MO.	, DA.	YR.	GR/	ADE.	STEP	SALARY	MO.	DA.	YR,
GS 14	2	\$11,595	05	05	57	GS	14	3	\$11,835	11	02.	58
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I CERTI	IFY THAT	THE SERVICE	AND (- 	···	THE A		Æ NAM	ED EMPLOYEE	ARE SAT	TISFACTO	ORY.
		THE SERVICE		- 	···	THE A	ABOV	Æ NAM		ARE SAT	TISFACTO	ORY.
				CONDU	ICT OF	THE	ABOV	Æ NAM		ARE SAT	TISFACTO	ORY.
			DA	CONDU	t 58	THE A	ABOV	Æ NAM		ARE SAT	TISFACTO	DRY.

SECRET (WHEN FILLED IN)

1. EMP. SER	IAL NO.	2.		NAME	(11.2.2.1	I IIIIII KII	3. ASSIG	NED ORGAN.	4. FUNDS	5. A	LLOTMENT
		HANSON	HEL	FN E			DD	I/OCR :			
6.	C	LD SALARY RA	ATE			7.	<u> </u>	NEW SALARY I	RATE	<u></u>	
CDADE		1	LAST	EFFECTIVE	DATE		<u>.</u>	I DALAKI .	1	ECTIVE D	ATE
GRADE	STEP	SALARY	MO.	DA.	YR.	GRADE	STEP	SALARY	MO.	DA.	YR.
GS 14	2	\$11,595	05	0.5	57	GS 14	3	\$11,835	11	02	58
		TO BE C	OMPL	ETED BY	Y THE	OFFICE OF	THE CO	MPTROLLER	·		<u></u>
8. CHECK ON	VOP, CHECK		نبت	EXCESS LWOP		9. NUMBER O	F HOURS LW	OP			
		END OF WAITING PERIOD				10. INITIALS	OF CLERK	11. AU	DITED BY		
		TO E	E CON	/PLETE	D BY T	HE OFFICE	OF PER	SONNEL			
		SALARY RATE AND E	FFECTIVE	DATE		13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	ļ. ·					
		- 11									,
14. AUTHENT	ICATION					0	0		~··	······	
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		•	PERIO	DIC STE	NCRE	ASE - AUTI	HENTICAT	ION			
FORN NO. 560	b					CRET		······································	ONNEL I	OLDEF	?

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE 12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME SERIAL GRADE-STEP OLD SALARY NEW SALARY HANSON HELEN E GS-14-2 \$10,535

> GORDON M. STEWART /S/ DIRECTOR OF PERSONNEL

\$11,595

1. EMP. SE	DILL NO	1.0		************	(1111111	1 1111111111111111111111111111111111111	,				
I. EMP. SE	RIAL NO.	2.		NAME			3. ASS1	GNED ORGAN.	4. FUNDS	5. ALLC	TMENT
		HANSON	HEL	EN E			DD	I/OCR			
6.		LD SALARY R	ATE			7.	'	NEW SALARY	RATE		
GRADE	STEP	SALARY	LAST	EFFECTIVI	E DATE			T	EFFI	CTIVE DAT	
		JALANI	MO.	DA.	YR.	GRADE	STEP	SALARY	Mo.	DA.	YR.
14	1	\$10,320	11	06	55	14	2	\$10,535	05	05	57
	1	то ве	СОМР	LETED	BY TH	E OFFICE	OF COM	PTROLLER		<u> </u>	
9. CHECK		NO EXCESS LWOP		CESS LWOP		9. NUMBER (
IN P		ND OF WAITING PERIODS				10. INITIALS	OF CLERK	11. AL	UDITED BY		
		TO	BE COM	PLETE	D BY T	HE OFFICE	OF PER	SONNEL			
12.	PROJECTE	D SALARY RATE AND	EFFECTIV	E DATE		13. REMARKS	5			,	
GRADE	STEP	SALARY	MO.	DA.	YR,			<u> </u>	/		•
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14. AUTHEI	NTICATION	· · · · · · · · · · · · · · · · · · ·			<u> </u>	0	0				
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FORM NO.	560b				SE	eret		PERS	SONNEL F	OLDER	(4)

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SECRET (WHEN FILLED IN)

I. EMP. SERI	AL NO.	2.	***	NAME	······································	I ILLEID II(4)	3. ASSI	GNED ORGAN.	4. FUNI	ne l E	LLOTMENT
		HANSON	1 HEL	EN E				I/0CR-/	4. 1011	2.9. J	LLUIMENT
6.	C	LD SALARY R	ATE	······································		7.		NEW SALARY	RATE		
GRADE	STEP	SALARY.	LAST	EFFECTIVE	DATE	GRADE	CTCD.			FFECTIVE	DATE
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14	1	\$10,320	11	06	55	14	2	\$10,535	05	05	.57
REMARKS							<u> </u>		<u> </u>		1
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. 021(1)		THE SERVICE	AND (CONDUC	I OF I	HE ABOV	NAME	D EMPLOYEE	ARE SAT	ISFACT	ORY.
YPED OR PRI	INTED NAME	OF SUBERVISOR	DA	TE	-	Ī	<i></i>	`a			<u> </u>
			1	5 April	1057			*			
						' -					
			PERIO	DIC STEP	INCRE	ASE - CE	RTIFICAT	ION			
RM NO. 560			-		SEG						

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION	OF F	PERSC	NNE	EL ACTION			
1. NAME (MRMISS-MRSONE GIVEN NAME, INITIALIS), AND SURNAME)	2. DATE OF	BIRTH	3. JOURNAL OR ACTION No.	4. DATE		
MISS HELEN E. HAREON		16 Jul			4 Nov 1955		
This is to notify you of the following action affe	ecting you	r employm	ent:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIV	VE DATE	7. CIVIL SERVICE OR OTH	ER LEGAL AUTHORITY		
PROMOTION		6 Bov 1	955	50 USCA 403 J			
FROM							
Admin. Officer	8. POSITIO	N TITLE	Adiniz	o. Officer			
G6 13 \$3420.00 per annum	9. SERVICE, SERIES. GRADE. SALARY		GS	-14 \$10),320.00 per enm		
DDI/OCD	10. ORGANIZATIONAL THIT			TOTAL COMPANY			
	Of			DDI/OCR Office of Assistant Director Administrative Staff			
	11. HEADQI	UARTERS		•			
			Wesh	ington, D. C.	• .		
FIELD DEPARTMENTAL	12. FIELD (OR DEPT'L	<u> </u>	FIELD	X DEPARTMENTAL		
13. VETERAN'S PREFERENCE		ļ		FICATION ACTION			
DISAB. OTHER		NEW VICE	I. A. REAL		· -		
15. 16. 17. APPROPRIATION SEX RACE FROM:			T TO C. S.	19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE CLAIMED PROVED		
F W To: Serro		Vos			STATE:		
21. REMARKS: This action is subject to al	l appli	cable la	ws, r	iles, and regulat	tions and may be		
subject to investigation and appro-	val by t	he Unit	ed Sta	tes Civil Servi	ce Commission.		
The action may be corrected or can	celed i	f not in	acco	rdance with all	requirements.		
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STANDARD FORM 50 REV. APRIL 1951 PROMULGATED BY U. S. CIVIL SERVICE COMMISSION CHAPTER RI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGEN.

1. NAME (MRMISS-MRSONE GIVEN NAME, INITIAL(S), AND SURNA MISS HELEN E. HANSON		2 DATE OF B	1913	3. JOURNAL OR ACTION N	NO. 4. DATE 9 April 1954
This is to notify you of the following action a	ffecting you	ir employme	ent:		
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE		7. CIVIL SERVICE OR OT	HER LEGAL AUTHORITY
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The action may be corrected or ca	anceled i	f not in	acco	rdance with al	l requirements.
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U.S. GOVERNMENT PRIN

STANDARD FORM 50 REV. APRIL 1951 PROMULGATED BY U. S. CRYIL SERVICE COMMISSION CHAPTER RI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENC,

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STANDARD FORM 50
OCTOBER 1948
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION				L ACTION 3. JOURNAL OR ACTION N		
1. NAME (MRMISS-MRS ONE GIVEN NAME, INITIALIS), AND SURNAM	RE)	2. DATE OF	FBIRTH	3. JOURNAL OR ACTION N	of 4. DATE	
Hiss Helen E. Hanson		7/16/13	}		2/16/51	
This is to notify you of the following action affecti 5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	ing your em	ployment: 6. EFFECTI	VE DATE	7. CIVIL SERVICE OR C	THER LEGAL AUTHORITY	
Promotion		2000				
FROM		2/18/51	Schedule A-6.116(b)			
Administrative Officer (S-11	3. POSITI	ON TITLE	A 8			
			AGELLI	istrative Offic	er C8-12	
\$5600.90 per annum	9. SERVIC GRADE	CE, SERIES. , SALARY	GS-	\$6400.00	per annum	
Collection and Dissemination Administrative Staff Office of the Chief		NIZATIONAL GNATIONS		ection and Disse distrative Staff		
Washington, D. C	II. HEAD	QUARTERS	Weehi	ngton, D. C.		
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21 REMARKS: This action is subject to subject to investigation and app. The action may be corrected or o	proval by	the Uniif not i	ted St n acco RSUAN ECTIV	ates Civil Serv:	ice Commission. l requirements. CTIVE	
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4. Effective date	15, Date is equiva increas	ast 16. Old lent rat se 9540	d salary	17. New salary rate		10	(Check applicable	pox in case of e	Kcess LWOP	
4. Effective date	15, Date is equiva increas	ast 16. Old lent rat se 9540	d salary	17. New salary rate		10	(Check applicable	pox in case of ea at end of waiti	ng period.	

STANDARD FORM 50 (8 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

CENTRAL INTELLIGENCE AGENCY

NOTIFICA	ATION OF	PERSON	INEL	ACTION	
1. NAME (MRMISS-MRSFIRST-MICDLE INITIAL-LAST)		2 DATE OF BI	RTH	3. JOURNAL OR ACTION NO	4. DATE
Miss Helen E. Hanson		7/16/13			10-28-49
This is to notify you of the following activ	on affecting you	employ mer	it:		
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE	DATE	7. CIVIL SERVICE OR OTHE	ER LEGAL AUTHORITY
Conversion-Class. Act o	f 1949	10-30	-49	Letter - DCI	- 10-28-49
FROM	8. POSITIO			то	
Administrative Officer	6. POSITIO	N HILE	Adm	Lnistrative Offi	cer GS-11
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17. I8. 19. APPROPRIATION SEX RACE FROM:		20. SUBJECT RETIREMI Yes (YES—)	TO C. S. ENT ACT	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE

STANDARD FORM 50 (8 PART) UNITED STATES CIVIL SERVICE COMMISSION OCTOBER 1946

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MRMISSMRSFIRSTMICOLC INITIAL - LAST)		2. DATE OF E	BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Miss Helen E. Hanson	i	7/16/19	13		18 Mar 1949
This is to notify you of the following action affect	cting your	employ me	nt:		
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE		7. CIVIL SERVICE OR OTHE	R LEGAL AUTHORITY
Transfer & Promotion		20 Mar	1949	Schedule A-4	3
FROM			·	то	
Librarian	8. POSITION	TITLE	Admin	istrative Office	er .
P-3 \$4479.60 per ammun	9. SERVICE, SALARY	GRADE,		\$5232.00 per	r ennum
Executive for Admin & Management Reference Center Library	10 OPGANI	7.ATIONAI	Admin	ction & Dissemir istrative Staff e of the Chief	nation
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17. I8. 19. APPROPRIATION FROM:		20. SUBJECT RETIREM (YES—	ENT ACT	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
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☆ U. S. GOVERNMENT PRINTING OFFICE. 1948 783384

STANDARD FORM 50 (8 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

CENTRAL INTELLIGENCE AGENCY

	NOTIFICATI	ON OF	PERSO	NNEL	. ACTION	
	-FIRST-MICDLE INITIAL LAST)		2. DATE OF	BIRTH	3. JOURNAL OR ACTION NO	. 4. DATE
Miss Helen E.	Hanson		7/36/	1913		17 August 1948
	u of the following action at	flecting your	employn	nent:		
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LENTRAL INTELLIGENCE

10. TOSTION CEASSIFICATION ACTION		•		· · · · .			
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17. 18. 19. APPROPRIATION. 20. SUBJECT TO C. S. 21. DATE OF OATH 22. LEGAL RESIDENCE RETIREMENT ACT (ACCESSIONS ONLY).		N.		20. SUBJECT T	O C. 5.	21. DATE OF OATH	22 LEGAL RESIDENCE
FROM: RETIREMENT ACT (ACCESSIONS ONLY) TO: RETUREMENT ACT (YES—NO) FROM: CACCESSIONS ONLY) TO:	FROM:			. (YES-NO) : -		

ADMIN-STAFF -SECRET (When Filled In) CAREED CEDUTAR EMPLOYEE SERIAL NUMBER FITNESS REPORT SECTION A GENERAL 1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. GRADE S. SD HANSON Helen E 1913 14 6. OFFICIAL POSITION TITLE 7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATION Admin. Officer OCR/OAD/AS HQ 9. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT SUPERVISOR CAREER-PROVISIONAL (See Instructions - Section C) ANNUAL REASSIGNMENT EMPLOYEE SPECIAL (Specify): SPECIAL (Specify): 11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- to-) 30 April 1964 31 March 1963 - 31 March 1964 SECTION B PERFORMANCE EVALUATION Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires W - Weak positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor A - Adequate P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. 0 - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised). SPECIFIC DUTY NO. 1 RATING Chief, Administrative Staff, responsible for administrative support to the AD/CR and the Office as a whole, which function is performed with a staff of 10. 0 -SPECIFIC DUTY NO. 2 RATING LETTER SPECIFIC DUTY NO. 3 SPECIFIC DUTY NO. 4 RATING LETTER SPECIFIC DUTY NO. 5 RATING LETTER SPECIFIC DUTY NO. 6 RATING RATING LETTER Take into account everything about the employee which influences his effectiveness in his current position such as per-O

formance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations of talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

FORM 45 OBSOLE E PREVIOUS EDITIONS.

17 APR 1961

SECRET

JELKE I (When Filled In)

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SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations in a Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

APR 17 9 54 AM "64

Miss Hanson resigned from government service on 3 April 1964. Her performance during this rating period continued to be exempled in every respect.

1,	BY EMPLOY	EE					
10	CERTIFY THAT I HAVE SEEN SECTION	S A. B. AND	C OF THIS REF	PORT			
DATE	SIGNATURE OF EMPLOYEE						
٠.							
2.	BY SUPERVI	SOR					
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Admin. Officer			MENT 8. CURRENT STATION	
9. CHECK (X) TYPE OF APPOINTMENT		CB/QAD/AS	HQ	
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CAREER-PROVISIONAL (See instructions - Section C.		INITIAL	REASSIGNMENT !	
SPECIAL (Specify):) <u>X</u>	SPECIAL (Specify):	REASSIGNMENT	EMPLOYE
11. DATE REPORT DUE IN O.P.	12.	REPORTING PERIOD (FI	rom- to-)	· · · · · · · · · · · · · · · · · · ·
<u> </u>		3/31/12 -	3/31/63	
SECTION B PERF	ORMANCE E	VALUATION	701/63	
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P - <u>Proficient</u> Performance is more than satisfactors S - <u>Strong</u> Performance is characterized by exce	ptional pröfici	ency.	•••	1
O - <u>Outstanding</u> Performance is so exceptional in rela others doing similar work as to warra	ation to require	ments of the work and in	n comparison to the perform	ance of
	SPECIFIC D	UTIES		
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper pactive their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendational praining. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial for supervisory duties must be described, if applicable.

It is difficult to overstate the case for Miss Hanson. Her devotion to duty and hard work in continually assessing the people and programs of the Office to make its contribution to the Agency maximal, and to ensure its regular re-vitalization, are without precedent. Within her own staff, she has selected as assistants extremely competent people and is constantly encouraging and developing her junior people for positions of greater responsibility elsewhere. Her knowledge of and dealing with budgetary and personnel matters have been acknowledged by others outside the Office as exemplary.

Modest about her own contribution, Miss Hanson is quick to give credit to others.

Miss Hanson was one of two Agency nominees for the First Annual Federal Woman's Award; she received from the DCI a Citation for Outstanding Performance in 1955. More recently she received a letter of appreciation from General Carter, DDCI, for heading a group of Agency employees in charge of decorating Headquarters last Christmas with great success. We will continue to consider her nomination for appropriate recognition.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CE	ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
3 May 1963	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	· · · · · · · · · · · · · · · · · · ·
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DATE	OFFICIAL TITLE OF SUPERVISOR	JRE
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3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIA	L	
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SECTION C

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations has required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

APR 17 9 54 AM *64

Miss Hanson resigned from government service on 3 April 1964. Her performance during this rating period continued to be exemplated in every respect.

	ERTIFY THAT I HAVE SEEN SECTIONS A	A, B, AND	C OF THIS REPORT	
DATE	SIGNATURE OF EMPLOYEE	- 1		
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CERTIFICATION AND COMMENTS BY EMPLOYEE



CENTRAL INTELLIGENCE AGENCY OFFICE OF CENTRAL REFERENCE

16 April 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Fitness Report - Helen E. Hanson

- 1. In October of this year Miss Hanson will celebrate her fifteenth anniversary in the Agency. Her record throughout the years has been outstanding and this past year has been no exception.
- 2. Miss Hanson has continued to demonstrate the high degree of initiative, judgement, integrity and professional competence which has invariably characterized her performance. Her sound advice and counsel provide the major contribution to my policy decisions on administrative matters.
- 3. Generally over-looked in evaluations of Miss Hanson's performance is the degree to which she has concerned herself with employee morale. Her efforts in this connection are less well known but are as highly rated by me as are her more formal duties. By reason of her sincerity and motivation, her congenial and cooperative attitude, her fine character and her discreet and confidential handling of personal problems, Miss Hanson has earned the respect and confidence of OCR employees in general.

Assistant Director Central Reference

Noted: Helen E. Hanson

Helen E. Hanson

Date: 16 april 1962

CENTRAL INTELLIGENCE AGENCY

•	OFFICE OF CENTRA	ID REFERENCE
9 Het		5 May 1961
MEM AANDUM FOR	: Director of Person	nnel
SUBJECT:	Helen E. Hanson	- Fitness Report
Woman's Award. The forwarded her papers	e Career Council app as one of the two ou	R for the First Annual Federal proved that nomination and tstanding women of CIA. It ready high regard which
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	n this Office or the A	Agency.
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Miss Hanson enjoys i	n this Office or the A	Deputy Assistant Director
Miss Hanson enjoys i Concur:	n this Office or the A	Deputy Assistant Director

Noted:

Helen E. Hanson



CENTRAL INTELLIGENCE AGENCY.

OFFICE OF CENTRAL REFERENCE

11 April 1960

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Concurrence:

Helen E. Hanson-Fitness Report

Miss Hanson has been Chief, Administrative Staff, since
September 1948. She has always had the complete confidence
of the Office management as may be seen from the Fitness Reports
prepared over the years. Furthermore, she has received a
Certificate of Merit from the DCI. There is little else I can
add to such a record.

Deputy Assistant Director Central Reference

	11 Ann 1960
Noted:	Date
Helen E. Hanson	11 APP 1000
Helen E. Hanson	Date

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4/14/59

JCR CAREER SERVICE

						EMPLOYEE SERIAL NUMBER					
FITNESS REPORT											•
SECTION A GENERAL									·····		
1. NAME (Lest) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. GRADE											
HANSON Helen E.		16 July 1913 F GS-1					i-14				
5. SERVICE_DESIGNATION 6. OFFICIAL POSITION TITLE Administrative Of	ficer				I .				Assigi In St		т
8. CAREER STAFF STATUS		9.			TYPE C	 -	<u>.</u>	# & W	.42 2		
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PENDING DECLINED DENI	ED	X ANNUAL REASSIGNMENT/EMPLOYEE									
10. DATE REPORT DUE IN O.P. 11. REPORTING PER 10. April 1959 To Apr 58 - 31	iod Mar 59		CIAL (Specify								
SECTION B EVALUATION OF		MANO	E OF SPE	CIFIC	DUTIE	s					
List up to six of the most important specific duties per							ابر ۔۔ برا	. ! l., l.,		!	- · l
manner in which employee performs EACH specific dut with supervisory responsibilities MUST be rated on the	y, Consider	r ONL	Y effectiver	ness in I	performa	nce c	if that	duty.	Alle	mploy)S The /ees
1 - Unsatisfactory 2 - Barely adequate 3 - A	cceptable	4 - C	Competent	5 - Exc	cellent	6 - 5	ouperi	or	7 - Ou	tstan	ding
SPECIFIC DUTY NO. 1	RATING	SPE	CIFIC DUTY	NO. 4		-1				R	ATING
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by Career Service Board	ne a		AD/CR	aum	IITD OT	d ∪	e po	111101	. 65		6
SPECIFIC DUTY NO. 3	RATING NO.	SPEC	OFIC DUTY	NO. 6							ATING NO.
Prepares OCR budget	6.										
SECTION C EVALUATION OF OVER	ALL DEDI	FORM	ANCE IN	CUDDE	LIT DO	CITI	<u> </u>				
Take into account everything about the employee which duties, productivity, conduct on job, cooperativeness, pyour knowledge of employee's overall performance during statement which most accurately reflects his level of p	pertinent per ing the ratin	rsonal a peri	traits or ha	abits, pa	ırticular	limit	ations	or tal	ents.	Base	d on
1 - Performance in many important respect	s fails to m	eet re	auirements.						RA	TING	
2 - Performance meets most requirements 3 - Performance clearly meets basic requirements 4 - Performance clearly exceeds basic requirements 5 - Performance in every important respec	but is defici rements, prirements, t is superior	ient ir	one or mor	e-import	tant resp	ects,				10.	
0 - Pertormance in every respect is outsta											
			EMPLOY								
In the rating boxes below, check (X) the state of the sta										····	
1 - Least possible degree 2 - Limited degree 3	3 - Normal d	egree	4 - Abov			····					
CHARACTERISTICS				APP	<u> </u>	IOT OB- RVED			RATING		
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CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	· · · ·		j.							<u> </u>	
DOES HIS JOB WITHOUT STRONG SUPPORT				· · · · ·	- 1		11			x	+
FACILITATES SMOOTH OPERATION OF HIS OFFICE	· · · · · · · · · · · · · · · · · · ·			-				·	 	-	X
WRITES EFFECTIVELY				 - 					 -		x
SECURITY CONSCIOUS										X	+
THINKS CLEARLY			· · · · · · · · · · · · · · · · · · ·	-					 		X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSI	NG OF RECO	ORDS							-		X
OTHER (Specify):									 . 	_x	+-
SEE SEC	CTION "E"	ON R	EVERSE SII	DE				<u> </u>	L		<u> </u>

SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions madel of employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

APR 2 4 50 PH 59

Miss Hanson's attributes and value to this Office have been detailed in every Fitness Report made on her. There is no need to repeat them. Riber efforts to minimize administrative costs continue to be superior.

SECTION F	CERTIFICATION AND COM	MENTS
1.	BY EMPLOYEE	
/ cer	tify that I have seen Sections A, B, Č,	D and E of this Report.
1 april 1959	SIGNATURE OF EMPLOYEE House	~
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
19		
	IF REPORT IS NOT BEING MADE AT THIS TIME	ME, GIVE REASON.
EMPLOYEE UNDER MY SUPER	VISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TURE
1 APR 1959	Deputy Assistant Director/CR	
3.	BY REVIEWING OFFICIA	L
	APLOYEE ABOUT THE SAME EVALUATION.	
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DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	(
1 APR 1959	Assistant Director/CR	
	SECRET	

RATINGS ON PERFORMANCE OF SPECIFIC DUTIES DIRECTIONS: a. State in the spaces below up to six of the			
DIRECTIONS: a. State in the spaces below up to six of the			
		OFFICE OF DEC	
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i o. Kare periormance on each specific dury con	sidering ()	NIV ettectiveness in no-fo-mones of abl!f'-	4
c. For supervisors, ability to supervise will	always be	rated as a specific duty (do not rate as superviso	es those
who supervise a secretary only). d. Compare in your mind, when possible th	e individ	All being 2au 39 PHilipphers performing the same d	
similar level of responsibility.	- Individi	deer being Zang Frankliners performing the same d	uty at a
e. Two individuals with the same job title	may be p	erforming different duties. If so, rate them on d	ifferent
duties. f. Bc specific. Examples of the kind of duti			
ORAL BRIEFING	HAS AND	USES AREA KNOWLEDGE CONDUCTS INTERROGATION	s
GIVING LECTURES		S NEW PROGRAMS PREPARES SUMMARIES	
CONDUCTING SEMINARS WRITING TECHNICAL REPORTS	MANAGES	S INDUSTRIAL REPORTS TRANSLATES GERMAN	
CONDUCTING EXTERNAL LIAISON	OPERATE		
TYPING TAKENO DIGETATION		ATES WITH OTHER OFFICES DRIVES TRUCK	
TAKING DICTATION SUPERVISING		REGULATIONS MAINTAINS AIR CONDITION S CORRESPONDENCE EVALUATES SIGNIFICANCE	
g. For some jobs, duties may be broken down e	ven furthe	r if supervisor considers it advisable a g comb	ined key
and phone operation, in the case of a radio	operator,		•
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Directs Administrative Staff	7	Conducts Liaison w/other Admin Units	7
SPECIFIC DUTY NO. 2	RATING	SPECIFIC DUTY NO. 5	RATING
	NUMBER		NUMBER
Implements Personnel Policy	6	Recommends Administrative policies	6
SPECIFIC DUTY NO. 3	RATING	SPECIFIC DUTY NO. 6	RATING
Control of the Contro	NUMBER	and the second s	NUMBER
Prepares OCR Budget	6		,
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFOR	MANCE		l
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OCR/OAD/	Administrat	ive Staff		Administrati	ve Offic	er	
	11 Oct 195		9. PERIOD	covered by this REP 6 Oct 1957		•	
10. TYPE OF	REPORT	INITIAL	REASSIG	HMENT- SUPERVISOR		ECIAL (Specify)	
(Check of	X X	ANNUAL	REASSIG	NMENT-EMPLOYEE		(,)	
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- (When Filled In)

 3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDERPROSED SUPERSTANNE;

Extremely well suited for her present job. She definitely has 3the take on broader responsibilities in the administrative field.

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Plan to sponsor her for membership in the Society for Personnel Administration as suggested in her career preference outline.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION 1.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X . HAVE NOT OBSERVED THIS: HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE
- . APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE CATEGORY NUMBER
- 2 . APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 - 4 APPLIES_TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

	5 - APPLIES TO' INDI	VIDUAL TO	AN OUTSTANDING DEGREE		·
CATEGORY	_ STATEMENT	CATEGORY	STATEMENT	CATEGORY	. STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11- HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUS. SIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	. 5	22. IMPLEMENTS DECISIONS RE- GARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILI- TIES	5	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINK- ING	4	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPER- VISION	4	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG #1TH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4.	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	5	IB. IS DESERVANT	5 .	28. HIS CRITICISM IS CON- STRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERA- TION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVI-

SECRET

r			FITNESS	RE	PORT (Part II) POTE	NTI.	AL			
					INSTRU	CTIONS					
FOR THE AL	MINISTRATIV	E OFFIC	CER: Consult	curre	nt instruct	ions for completing	this	report.			
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SECTION E						ERAL					
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			ASSIGNMENT			6. OFFICIAL POSITIO	N TIT	LE			
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	8. DATE RE				PERIOD CO	VERED BY THIS REPOR			-		•
GS-14		tober	1957			6 October 1956	- 6	T			
10. TYPE 0 (Check		v	ANNUAL			ENT-SUPERVISOR	_	SPECIAL	(Speci	fy)	
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2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		OFF.co.	
c. For supervisors, ability to supervise will alwho supervise a secretary only). d. Compare in your mind, when possible, the similar level of responsibility. e. Two individuals with the same job title m duties. f. Be specific. Examples of the kind of duties ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	individual be published by be	USES AREA KNOWLEDGE S NEW PROGRAMS S INDUSTRIAL REPORTS FILES S RADIO ATES WITH OTHER OFFICES REGULATIONS S CORRESPONDENCE T if supervisor considers it advisable, e.g., com	ors those duty at a different VS ONING
1 - INCOMPETENT IN THE PERFORMANCE 2 - BARELY ADEQUATE IN THE PERFORM DUTY RATING 3 - PERFORMS THIS DUTY ACCEPTABLY NUMBER 4 - PERFORMS THIS DUTY IN A COMPETE 5 - PERFORMS THIS DUTY IN SUCH A THAT HE IS A DISTINCT ASSET ON	IANCE OF INT MANNE FINE MA	THIS FOUND IN VERY FEW INDIVIDUALS, HOLDI LAR JOBS 7 - EXCELS ANYONE ! KNOW IN THE PERFORMENT OF THIS DUTY	ING SIMI-
SPECIFIC DUTY NO. 1	1 :	SPECIFIC DUTY NO. 4	RATING
Directs Administrative Staff	NUMBER	Conducts Liaison w/other Admin. Units	NUMBER 7
SPECIFIC DUTY NO. 2	RATING	SPECIFIC DUTY NO. 5	RATING NUMBER
Implements Personnel Policy	6	Recommends Administrative Policies	6
SPECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 6	RATING
Prepares OCR Budget	NUMBER		NUMBER
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA		,	
		those which affect development on present job.	<u>-</u>
Miss Hanson has proved her ability tions. She is an outstanding perso and her manner is always friendly a	n - he	de and direct OCR administrative operar work is always thorough and effective perative.	1- 7e,
SECTION D. SUITABILITY FOR	R CURRE	NT JOB IN ORGANIZATION	
DIRECTIONS: Take into account here everything y pertinent personal characteristics or habits, spec pare him with others doing similar work of about to the contract of about the contract of about the contract of the contrac	OU know is a defe the same E SEPARA HAVE AC W AVERAC PLE I KN ING STRE	about the individualproductivity, conduct in sets or talentsand how he fits in with your to level. ITED CCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW SEE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING HOW IN THE ORGANIZATION REGUIREMENTS OF THE ORGANIZATION	eam. Com-
IS THIS INDIVIOUAL BETTER SUITED FOR WORK IN SOME EXPLAIN FULLY:			IF YES

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR FURERVISION

OF DERSON NEW Miss Hanson would undoubtedly turn in an outstanding performance in near administrative type of work which was suitable for a woman. MAIL ROOM SECTION H. FUTURE PLANS 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL None 2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS None DESCRIPTION OF INDIVIDUAL DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report. X - HAVE NOT OBSERVED THIS: HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE CATEGORY NUMBER 2 . APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 . APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE CATEGORY STATEMENT CATEGORY STATEMENT CATEGORY 1. ABLE TO SEE ANOTHER'S 11. HAS HIGH STANDARDS OF 21. IS EFFECTIVE IN DISCUS-5 POINT OF VIEW ACCOMPLISHMENT SIONS WITH ASSOCIATES 2. CAN MAKE DECISIONS ON HIS 22. IMPLEMENTS DECISIONS RE-12. SHOWS DRIGINALITY OWN WHEN NEED ARISES 5 GARDLESS OF OWN FEELINGS 13. ACCEPTS RESPONSIBILI. 3. HAS INITIATIVE 5 23. IS THOUGHTFUL OF OTHERS TIES 5 4. IS ANALYTIC IN HIS THINK 24. WORKS WELL UNDER PRESSURE 5. STRIVES CONSTANTLY FOR 15. RESPONDS WELL TO SUPER-5 25. DISPLAYS JUDGEMENT NEW KNOWLEDGE AND IDEAS 16. DOES HIS JOB WITHOUT STRONG SUPPORT 6. KNOWS WHEN TO SEEK 26. IS SECURITY CONSCIOUS

SECRET

LIMITS

17. COMES UP WITH SOLUTIONS

TO PROBLEM'S

18. IS OBSERVANT

19. THINKS CLEARLY

20. COMPLETES ASSIGNMENTS

FITHIN ALLOWABLE TIME

27. IS VERSATILE

STRUCTIVE

28. HIS CRITICISM IS CON-

29. FACILITATES SMOOTH OPERA-

TION OF HIS OFFICE

30. DOES NOT REQUIRE STRONG

AND CONTINUOUS SUPERVI-SION

4

5

5

ASSISTANCE

5

5

5

7. CAN GET ALONG WITH PEOPLE

10. CAN COPE WITH EMERGENCIES

B. HAS MEMORY FOR FACTS

9. GETS THINGS DONE

			FITNESS	REPORT	(Part	II) POTE	ENTIA	AL.			
				INS	STRUCTIO	(S				· · · · · · · · · · · · · · · · · · ·	
FOR THE A	DMINISTRAȚI	VE OFFIC	ER: Consult c	orrent instr	uctions	for completing	g this i	report.			
rated emp to be com hold and	loyce. It is pleted only complete aft	is recommended the second in t	ort is a privi s concerning (nended that yo ne employee ha Odays has cla ne OF no later	the potentia uread the c sbeen under osed. If th	of the entire representations of the second	employed bein port before co pervision FOR TNITIAL REPO	ng rated ompletin AT LEAS	d. It is ng any q ST 90 DAY	NOT to	o be sho . This less the	own to the report is an 90 days,
SECTION					GENERAL						
1. NAME	(Last))	(First)	(Middle)		TE OF BIRTH	3	. SEX	4. SF-E	B7/-I-C-EDE	SIGNATION
	HANS		Helen	E.	16	July 1913	;	F			,
5. OFFICE	DIVISION/BR	ANCH OF	ASSIGNMENT			FICIAL POSITI					
	AD/Admini					Administra	tive (Officer	•		
GS-14	8- DATE RE			1		BY THIS REPO			ates)		
		ctober		7 00	ctober	1955 - 6 0	ctober	r 1956			
10. TYPE ((Check			ANNUAL			UPERVISOR		SPECIAL	(Specil	fy)	
SECTION F	· · · · · · · · · · · · · · · · · · ·	X	ANNUAL		I GNMENT - E			<u></u>			·····
1. FOR THE		CERTIFY	THAT THIS REPO		TIFICATI		VE THE 1	NDIVIDUA	1 DE LUC	0.1750	
A. THIS DA	ATE .	В		on her kesek	13 MT 663			ERVISOR			F
2 Octob	er 1956						1	DAD/CR	5 011101	146 1116	
2. : <u>FOR THE</u>	REVIEWING	OFFI) 1		E OF OPI	NION IN	ATTACHE	D MEMO.
A. THIS DA		В				•					OFFICIAL
	er 1956					b	. E	LD/CR			
SECTION (E OF POT	ENTIAL					
			R RESPONSIBILI								
responsible work.	ilities. In	iink in	s of his grade terms of the	kind of re	sponsibil	ity encounter	red at t	the vario	ential (us level	to assum Is in hi	ne greater is kind of
6 RATING NUMBER	2 - HAS RE 3 - MAKING 4 - READY 5 - WILL P 6 - ALREAD 7 - AN EXC	ACHED THE PROGRES FOR TRAINER TRAINER PROBABLY TO ASSUMING THE PROBABLY	THE LEVEL AT A THE HIGHEST LEVE S, BUT NEEDS A NING IN ASSUMM ADJUST QUICKLY NG MORE RESPON PERSON WHO I BILITIES	EL AT WHICH MORE TIME BE ING GREATER Y TO MORE RE NSIBILITIES	SATISFACT FORE HE C RESPONSIE SPONSIBLE THAN EXPE	ORY PERFORMAN AN BE TRAINED ILITIES DUTIES WITHO CTED AT HIS P	ICE CAN) TO ASS)UT FURT PRESENT	BE EXPEC SUME GREA THER TRAI LEVEL	TER RESP		·
2. SUPERVI	SORY POTENT	TAL					 :				
SUITABLE 7 to express	TES, Indicat TRAINING. I sing your op the "actual	e below ndicate inion in " column	stion: Has t your opinion of your opinion t the appropria . If based on	or guess of by placing the ste column. Topinion of	the level he number If your r his pote	of superviso of the descr ating is base ntial, note t	ory abilative of on obtained on obtained the contractions of the c	ity this	elow whi	ich come	s closest
DESCRIPT RATIN NUMBE	G 1 - BE 2 - BE	LIEVE IN LIËVE IN	INION ON HIS S DIVIDUAL WOULD DIVIDUAL WOULD DIVIDUAL WOULD	DE A WEAK :	SUPERVISO AGE SUPER	R IN THIS KIN Visor in this	D OF SI	F SITUAT	ION		
ACTUAL	POTENTIAL				DESCR	IPTIVE SITUAT	I ON				
3		A GROUP cialist supervi	DOING THE B. s of various i sor)	ASIC JOB (t) kinds) WHERE	TUCK driv	ers, stenogra	phers, TE SUBO	technici RDINATES	ans or p	rofessi UENT (F	onal spe- irst line
	. 3	A GROUP	OF SUPERVISOR	S WHO DIRECT	T HE BAS	IC JOB (Secon	d line	supervis	ove)		
	2	A GROUP AND POL	. WHO MAY OR M	AY NOT BE SU	PERVISORS	red Pos. Confr.	SPONSIB		2 S	ATE ORG	ANIZATION
	0	WHEN CO	NTACT WITH IMM	EDIATE SUBOR	DINATES	ewed by PUD	N T	-	,	958	
3		WHEN IM	MEDIATE SUBORD	INATES' ACTI	VITIES A	RE DIVERSE AN	D NEED	CAREFUL	CORDINA	-	
3		WHEN IMI	MEDIATE SUBORD	INATES INCLU	DE MEMBE	RS OF THE OPPO	OSITE S	EX			
			Specify)								

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES			
who supervise a secretary only). d. Compare in your mind, when possible, the similar level of responsibility. e. Two individuals with the same job title aduties. f. Be specific. Examples of the kind of duties ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	individ may be p that mi HAS AND DEVELOP ANALYZE MANAGES OPERATE COORDIN WRITES PREPATE	USES AREA KNOWLEDGE S NEW PROGRAMS FILES S RADIO ATES WITH OTHER OFFICES REGULATIONS CONBUCTS INTERROGATION PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITION EVALUATES SIGNIFICANCE	ors those duty at a different vs
1 - INCOMPETENT IN THE PERFORMANCE 2 - BARELY ADEQUATE IN THE PERFORM DUTY RATING 3 - PERFORMS THIS DUTY ACCEPTABLY NUMBER 4 - PERFORMS THIS DUTY IN A COMPETI 5 - PERFORMS THIS DUTY IN SUCH A THAT HE IS A DISTINCT ASSET ON	MANCE OF	THIS FOUND IN VERY FEW INDIVIDUALS HOLDI LAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFOR	NG SIMI-
SPECIFIC DUTY NO. 1	, ——	SPECIFIC DUTY NO. 4	RATING
Directs Administrative Staff	NUMBER 7	Conducts Liaison with other Admin Type Units	NUMBER 7
PECIFIC DUTY NO. 2 .	RATING	SPECIFIC DUTY NO. 5	RATING
Implements Personnel Policy	NUMBER 6	Recommends Administrative Changes	NUMBER
PECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 6	RATING
Prepares Office Budget	NUMBER 6		NUMBER
. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	NCE		1
the Inspector General, and has been re Her work is excellent in every aspect	er worl	Administrative Officer has been commended, has received highest commendation fixed by an award presented by the Direction of the birection of	I
OUT THE PER PER PER PER PER PER PER PER PER PE	CURREN	IT JOB IN ORGANIZATION	
RANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEO 5 - A FINE EMPLOYEE - HAS SOME OUTSTAND NUMBER 6 - AN UNUSUALLY STRONG PERSON IN TERMS 7 - EXCELLED BY ONLY A FEW IN SUITABILITY	he same E SEPARA HAVE AC W AVERAG PLE I KN ING STRE OF THE TY FOR W	CTS OF TAILERTSBOD how he fits in with your tellevel. TED CEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW E BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING OW IN THE ORGANIZATION NGTHS REQUIREMENTS OF THE ORGANIZATION ORK IN THE ORGANIZATION	ım. Com-
S THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME (XPLAIN FULLY:	OTHER PO	SITION IN THE ORGANIZATION? YES 🛣 NO.	IF YES.
]

(When Filled In)

FITNESS REPO	RT (Pa	rt I) PERFORM	MANCE	
		CTIONS	······································	
FOR THE ADMINISTRATIVE OFFICER: Consult current				***************************************
FOR THE SUPERVISOR: This report is designed to this evaluation to your supervisor and senior o nate where he stands with you. Completion of strengths and weaknesses. It is also organizat under conditions specified in Regulation 20-370 any question. If this is the initial report of Cersonnel no later than 30 days after the date	fficials, the repor- ion policy . It is re	Organization policy of the can help you prepare that you show Part I decommended that you re-	requires that are for a dis of this report ead the entire	you inform the subordi- cussion with him of his to the employee except
SECTION A.	GENE		A Delow.	
1. NAME (Last) (First) (M	Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
HANSON Helen 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	E.	16 July 1913	F.	
OCR/OAD/Administrative Staff		Administrativ		
7. GRADE 8. DATE REPORT DUE IN OP 9.	. PERIOD CO	VERED BY THIS REPORT	(Inclusive da	tes)
GS-14 11 October 1956	7 Octob	per 1955 - 6 Octo	ber 1956	
10. TYPE OF REPORT (Check one) X ANNUAL		ENT-SUPERVISOR	SPECIAL	(Specify)
SECTION B.	CERTIF		Jl	
1. FOR THE RATER: THIS REPORT X HAS HAS			AL RATED. 1F	NOT SHOWN, EXPLAIN WHY
A. CHECK (X) APPROPRIATE STATEMENTS:				
THIS REPORT REFLECTS MY OWN OPINIONS OF TH	IS INDI-	IF INDIVIDUAL IS TER WAS SENT TO P		TACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINIONS O	F MYSELF			D INDIVIDUAL KNOWS HOW BECAUSE (Specify):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS S AND WEAKNESSES SO THAT HE KNOWS WHERE HE STA				
B. THIS DATE 2 October 1956	I,	ERVISOR D.		OFFICIAL TITLE
2. FOR THE REVIEWING OFF		OPINION W	DAD/CR	ISOR, OR ANY OTHER IN-
FORMATION, WHICH WILL LEAD TO A BETTER UNDERS	TANDING OF	THIS REPORT.	THE SUPERI	TISOR, OR ANY OTHER IN-
			BY	
				DATE
,	P *	osted Pos. Comfol_ sviewed by RUD_		100x
	Bos	viewed by Bura	10	1/10
·		ALEMAGE PON HORE		
_1_0			CONTI	NUED ON ATTACHED SHEET
I certify that any substa		ref	lected in the	above section.
2 October 1956		c.	AD/CR	E OF REVIEWING OFFICIAL
	PERFORMAN	CE EVALUATION		······································
1. RATING ON GENERAL PERFORMANCE OF DUTIES				
DIRECTIONS: Consider ONLY the productivity and his duties during the rating period. Compare his sibility. Factors other than productivity will	m ONLY wit	h others doing simila	r work at a si	ing rated has performed imilar level of respon-
6 INSERT RATING NUMBER 1 DOES NOT PERFORM DUTIES ADEQUATEL A CARRY OUT RESPONSIBILITIES. 3 PERFORMS MOST OF HIS DUTIES ACCEP 4 PERFORMS DUTIES IN A COMPETENT. E 5 A FINE PERFORMANCE: CARRIES OUT M THE SUPERVISOR.	LTHOUGH HE TABLY: OCC. FFECTIVE MA ANY OF HIS	HAS HAD SPECIFIC GUI ASIONALLY REVEALS SOMI ANNER. RESPONSIBILITIES EXC	E AREA OF WEAK Eptionally wel	NESS.
COMMENTS:				•
				:
PEPLACES PREVIOUS EDITIO		·		

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAK	NESS DUTWELCHE ALL OTHER CONSISTENT
THOUSE STREETS OF BEAN	OF COME I ON ALL OTHER CONSIDERATIONS:
Abd 1 d + m + a mat = 1 - m = -3.3	OFFICE OF PERSONNEL
Ability to get along well with people.	A CHALL
D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?	HO TYES. IF YEST CHAYS 4 18 PM SEE
	4 18 PH '55
	יון אייייייייייייייייייייייייייייייייייי
	MAIL ROOM
E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?	THE HUMP
37	
None now.	·
	·
F. OTHER COMMENTS (Indicate here general traits, specific	habits or characteristics and a later to the second
report but which have a bearing on effective utilizati	on of this person):
	,
	•
	<u> </u>
SECTI	ON VI
Read all descriptions before rating. Place "X" in	the most appropriate box under subsections A,B,C,&D
A. DIRECTIONS: Consider only the skill with which the	
person has performed the duties of his job and rate	C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this
him accordingly.	person's attitude toward the agency.
. DOES NOT BEGGOOD OF THE	
1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT.	1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY
2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE	WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE	2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY
OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.	IRKED BY RESTRICTIONSREGARDS AGENCY AS A
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA-	TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
SIONALLY REVEALS SOME AREA OF WEAKNESS.	3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	THE AGENCY. BOTHERED BY MINOR FRUSTRATIONS
EFFECTIVE MANNER.	WILL QUIT IF THESE CONTINUE.
5. A FINE PERFORMANCE: CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.	4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT HAS "WAIT AND SEE" ATTITUDEWOULD LEAVE IF
X 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING	SOMEONE OFFERSO HIM SOMETHING BETTER.
MANNER THAT HE IS EQUALLED BY FEW OTHER PER-	5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY
SONS KNOWN TO THE RATER.	MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY
15 THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? X NO YES. IF YES, WHAT?	WORKING FOR AGENCYTHINKS IN TERMS OF A CA- REER IN THE AGENCY.
,	6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE
	AGENCYBARRING AN UNEXPECTED OUTSIDE OPPOR-
	TUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
	X 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY
The second secon	WILL PROBABLY NEVER CONSIDER WORKING ANY
	PLACE BUT IN THE AGENCY.
44.4	e e e e e e e e e e e e e e e e e e e
	·
B. DIRECTIONS: Considering others of this person's grade	D. DIRECTIONS: Consider everything you know about this
and type of assignment, how would you rate him on potentiality for assumption of greater responsibili-	person im making your ratingskill in job duties,
ties normally indicated by promotion.	conduct on the job, personal characteristics or habits, and special defects or talents.
	. ,
1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH	I. DEFINITELY UNSUITABLE . HE SHOULD BE SEPARATED.
SATISFACTORY PERFORMANCE CAN BE EXPECTED. 2. IS MAKING PROGRESS. BUT NEEDS MORE TIME IN	2. OF DOUBTFUL SUITABILITY. WOULD NOT HAVE AC-
PRESENT GRADE BEFORE PROMOTION TO A HIGHER	CEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
GRADE CAN BE RECOMMENDED.	3. A BARELY ACCEPTABLE EMPLOYEEDEFINITELY BELOW
3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE. BUT MAY NEED TRAINING IN	AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY
SOME AREAS.	OUTSTANDING TO WARRANT HIS SEPARATION. 4. A TYPICAL EMPLOYEEHE DISPLAYS THE SAME SUITA-
4. WILL PROBABLY ADJUST QUICKLY TO THE MORE	BILITY AS MOST OF THE PEOPLE I KNOW IN THE
RESPONSIBLE CUTIES OF THE NEXT HIGHER GRADE.	AGENCY.
S. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.	5. A FINE EMPLOYEE . HAS SOME OUTSTANDING
6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW	STRENGTHS. 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE
WHO SHOULD BE CONSIDERED FOR RAPID ADVANCE.	REQUIREMENTS OF THE AGENCY.
MENT.	X 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK
	IN THE AGENCY.
	·

	_ `	(When F	Filled	i Inj			<u> </u>				1	.:-	
26. CAN THINK ON HIS FEET,	-							;]						
27. COMES UP WITH SOLUTIONS TO			-				<u>1 </u>			ļ	<u> </u>		X	
PROBLEMS. 28. STIMULATING TO ASSOCIATES: A] T	<u></u>	-	l	<u> </u>		X	<u> </u>
" SPARK PLUG". 29 TOUGH MINDED.)	<u> </u>	Т	 T			<u> </u>	X		
30. OBSERVANT.				I		ļ	<u> </u>	1 T		l	1		X	<u> </u>
	+===					<u> </u>	L			<u> </u>	<u> </u>		X	
31. CAPABLE.			<u></u>				ļ	<u> </u>		l			<u> </u>	<u>x</u>
32. CLEAR THINKING.			1				<u> </u>	<u> </u>					х	<u></u>
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.												`.		x
34. EVALUATES SELF REALISTICALLY.												х		
35. WELL INFORMED ABOUT CURRENT EVENTS.												х		
36. DELIBERATE.													x	
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.													х	
38 IMPLEMENTS DECISIONS REGARD LESS OF OWN FEELINGS.													х	
39. THOUGHTFUL OF OTHERS-														x
 40. WORKS WELL UNDER PRESSURE.			H			۰							x	
41 DISPLAYS JUDGEMENT.														
42. GIVES CREDIT WHERE CREDIT IS													X	x
43. HAS DRIVE.														x
44. IS SECURITY CONSCIOUS.												<u> </u>		
45. VERSATILE.														1 X
46. HIS CRITICISM IS CONSTRUCTIVE.												<u>x</u>		Γ
			+	 								<u> </u>		
47. ABLE TO INFLUENCE OTHERS. 48. FACILITATES SMOOTH OPERATION			-						. 1	L			х	
OF HIS OFFICE. 49 DOES NOT REQUIRE STRONG AND			-											x
CONTINUOUS SUPERVISION.			<u> </u>											х
50. A GOOD SUPERVISOR.														x
A. WHAT ARE HIS OUTSTANDING STRENGT			SECT	ION V	Ī									
Miss Hanson's ability as rare combination of commo	an Admi on sense	lnistra ∍, fin∈	ativ∈ ∍ cha	ofí ract	ficer cer,	r is and	supe pro:	erio: fessi	r. S ional	She j L cor	posse mpete	sses	3 a	
B. WHAT ARE HIS OUTSTANDING WEAKNES None	SEST													
NOTIE														

SECRET

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The described words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the tradement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT	CATEGORIES			• Z								
. ແ	OB+ SERVED	DOES NOT APPLY	L	IES IMIT EGRE	RE	LIES T ASONAE DEGREE	3 L.E	ABO	LIES T /E AVE DEGRE	RAGE	OUT	IES STANI EGRE	
A. ABLE TO SEE ANOTHER'S DEPOINT OF VIEW.			M										
B. PRACTICAL.									\boxtimes				
1. A GOOD REPORTER OF EVENTS.	,			,						i		x	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.												х	
3. CAUTIOUS IN ACTION.											x		
4. HAS INITIATIVE.													x
5. UNEMOTIONAL.		1							<u> </u>			x	
6. ANALYTIC IN HIS THINKING.												×	
 CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS. 									İ		х		
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.								ļ					\mathbf{x}
9. HAS SENSE OF HUMOR.												x	
10. KNOWS WHEN TO SEEK ASSISTANCE.												х	
11. CALM.						<u> </u>						x	
12. CAN GET ALONG WITH PEOPLE.					•,								x
13. MEMORY FOR FACTS.												х	
14. GETS THINGS DONE.													х
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.												х_	
16. CAN COPE WITH EMERGENCIES.										:)	4	_x	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.											x		
18. HAS STAMINA: CAN KEEP GOING A LONG TIME.					 							x	
19. HAS WIDE RANGE OF INFORMATION.	,											х_	
20. SHOWS ORIGINALITY.													х
21. ACCEPTS RESPONSIBILITIES.					 								х
22. ADMITS HIS ERRORS.						·						x	
23. RESPONDS WELL TO SUPERVISION.													x
24. EVEN DISPOSITION.					 							x	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.		·				·1							х

F	17	T١	ı	F	ς	ς	1	Q	F	P	n	Q	т
		ıF	•	г	. 1	• 1	1	п.	•	•		π	

	TI INCO N		
an individual fo	tion board with information memberahip in the career	gency personnel management. n of value when considering service; and aid to the effective util	ODED " of
			alianot personnel.
TO THE ADMINISTRATIVE OR PERSONNEL and transmittal of this report.	INSTRUCTI OFFICER: Consult current	administrative instruction	s regarding the initiation
TO THE SUPERVISOR: Read the entire directs and reviews the work of the nesses, and on-the-job effectivenes your supervision for less than 30 c is accurate and complete. Primary out the period this individual has ties by frequent discussions of his	e individual, you have prim is as revealed by his day- lays, you will collaborate responsibility rests with been under your supervision	try responsibility for evaluational activities. If this with his previous supervisor the current supervisor. It	ating his strengths, weak- individual has been under rs to make sure the report ts assumed that, through-
A-NEXT due da	te 60c756	Posted Pos. Contro	27/16/55
ļ		ORT ISRAHORN TO THE PLET	31754
11 13 OPTIONAL WHETH			
1. NAME (Last)		led In by Administrative Of	
HANSON	(First) (Middle) Helen E.	2. DATE OF BIRTH 3. SEX 16 July 1913 F	4. CAREER DESIGNATION
	FFICE ASSIGNED TO	7. DIVISION	8. BRANCH A 3
6 Oct 1947	OCR	Office of Assistant	Director Staff
9 NATURE OF ASSIGNMENT	10. IF FIELD, SPECIFY	STATION:	11. GRADE
T DEPARTMENTAL FIELD	, ,		- GS-13
12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY	THIS REPORT (Inclusive date	5)
11 Oct 1955	7 October	1954 - 6 Ottober 195	5
		e filled in by Supervisor)	
1. CURRENT POSITION		2 - DATE ASSUMED R	ESPONSIBILITY FOR POSITION
Administrative Officer 3. WHAT SPECIFIC ASSIGNMENTS OR TAS		4 March 1	949
As Chief of the Administration 1. Planning, developing, 2. Implementing Agency as budget and finance, s: 3. Reporting to the Execunceded changes in regultilization of person and alerting him to p: 4. Maintaining OCR liais Logistics, and several	and directing admin nd Office policies a pace, security, trav utive on Office admi ulations, recommendi nel, materials, equi roblems requiring "f on with the Offices	istrative support act nd regulations relatiel, services, supplie nistrative problems, ng Office policies who pment, etc. in the 7 ront office" action. of Personnel, the Com Security Office.	ivities in OCR ng to personnel, s, etc. advising him of ich affect the OCR Divisions,
			· · · · · · · · · · · · · · · · · · ·
I certify that, during the latter havidual the manner in which he has pulieve that his understanding of my denced by this fitness report and I If performance during the report performs him of unsatisfactory performs. This report has has n	erformed his job and provi evaluation of his perform have informed him of his riod has been unsatisfact	by this report, I have discuded suggestions and criticis ance is consistent with my strengths, weaknesses, and ory, there is attached a cop	ms wherever needed. I be- evaluation of him as evi- on-the-inh effectiveness
The state of the s			
14 oct 1955		PAD OC	·)
I HAVE REVIEWED THIS REPORT (Commen-		SUNTOCK	
THIS DATE NAME A			er in line of authority)
14 CUJ 55			
ORM NO. 45 REPLACES PREVIOUS EDIT 1 JAN 55 THIS FORM WHICH MAY BE	USEU.		(4

SECRET SECURITY INFORMATION

	4.22	OFFICE OF PERSONNE
12.	. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOT	
	She is a first-rate executive, providing excellent ac a large office, and doing so with a staff which amount total T/O being served.	dministrative support for ntslife less than to of the
13.	. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT	FOR SELF.LMPROVEMENT?
	· ·	MAIL ROBM
	None	
14.	. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES	NOW OR IN THE FUTURE.
	She is capable of handling any administrative job whito a woman.	ich is appropriately assignable
		•
15.	 ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATION possible.) 	S? (Recommend appropriate reassignment, if
-		e e e e e e e e e e e e e e e e e e e
	No.	
L		
16.	. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?	
		•
	None at this time.	
	-	The state of the s
17.	IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE I	
_,,	PERSON OF UNSATISFACTORY PERFORMANCE.	S ATTACHED COPY OF MEMORANDUM NOTIFYING THIS
18.	THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	EVALUATED. ADDITIONAL COMMENTS INCLUDING
	1-m/-1	
	1200h 54	
	DATE	סייטודאייטוע טייטייטייטייטייטייטייטייטייטייטייטייטיי
19.	I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in i	tem 20.)
	DATE	SIGNATURE OF REVIEWING OFFICIAL
20.	COMMENTS: (If necessary, may be continued on reverse side of cover sh	neet.)
		•

/	•	Ser	ET			
		SECURITY IN	FORMAT 1:0		BY	DATE
					-	2000
				Posted Pos. Control		
	PERSO	NNEL EVALUA	ATION		دادار	H
				Reviewed by PUD_	11/2/-	
Items 1 through 6 will be	completed by Adm	inistrative or Pe	ersonnel	Officer		
1: NAME (Last)	(First)	(Middle) 2. GR	RADE 3.	POSITION TITLE .		*
HANSON,	HEI,EN		- 13	Administrative Of	ficer	•
OCD	STAFF OR DIVISI	1	04. 0 6	1 1	IF FIELD, S	PECIFY STATION
5. PERIOD COVERED BY REPOR	OAD 16.	TYPE OF REPORT	. Staff	FIELD		
From To		initial		X Adnual		Special
	OCT 54	Reassignme		Reassignment o	f Superviso	r
Items 7 through 10 will be	completed by th	e person evaluate	d			
7. LIST YOUR MAJOR DUTIES	IN APPROXIMATE OF	RDER OF IMPORTANC	E, WITH	A BRIEF DESCRIPTION OF	EACH. OMI	T MINOR DUTIÉS.
As Chief of the A						
				rative support ac		
		-		regulations relat		,
				services, suppli		
_				strative problems, Office policies v		_
				ent, etc. in the		
				nt office" action.		1310103
				Personnel, the Co		r.
				mrity Office.	1	•
8. LIST COURSES OF INSTRUC						
Name of Course .		ation			1	
		ition	Leng	th of Course	Date Co	ompleted
•						
						`
				•		·
- 9 IN WHAT TYPE OF WORK 10						
-9. IN WHAT TYPE OF WORK AR	E YOU PRIMARILY I	INTERESTED?			on specific year or service of the s	
				· · · · · · · · · · · · · · · · · · ·		
IF DIFFERENT FROM YOUR	PRESENT JOB, EXPL	AIN YOUR QUALIFI	CATIONS (APTITUDE, KNOWLEDGE, S	KILLS).	
·						ĺ
	•					
10.						
. 04		•		1/1 01/		
12 Oct. 1	954			Helen C. Hans	m	
D/	ATE .			SIGNATUR	E	
Items 11 through 18 will be		****				
11. BRIEFLY DESCRIBE THIS PI	LKSUN'S PERFORMAN	CE ON THE MAJOR (DUTIES LI	STED UNDER ITEM 7 ABOY	E	
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I could not have	n hetter ners	on for this i	ioh			
- Court Hou Have	r ponget here	or for mits 1	100•			
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FORM NO. 37-151 MAY 1952

ADM'NISTRATIVE - INTERNAL USE THEY

2 Apr	11	19	164
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MEMORANDUM FOR:

Miss Helen E. Hanson

THROUGH

Assistant Director for Central Reference

THROUGH

Deputy Director for Intelligence

SUBJECT

Approval of Award of Certificate of Merit with

Distinction for Miss Helen E. Hanson

- l. It is with great pleasure that the Honor and Merit Awards Board informs you that the Director has approved the award named above for the excellent service you have rendered this Agency. Please note the security considerations governing the award as explained in the attached memorandum from the Office of Security.
- 2. The award will be presented to you at a ceremony to be conducted in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.
- 3. The Secretariat, Honor and Merit Awards Board, will appreciate your furnishing a list of guests whom you would like to have attend the presentation ceremony, and an indication of any specific time when you could not be present at such a ceremony. Please forward this information to the Secretariat, Honor and Merit Awards Board, Office of Personnel, through your Deputy Director.

ROBERT M. GAYNOR
Recorder
Honor and Merit Awards Board

Distribution:

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- 1 HMAB Case File
- 1 Recorder, HMAB

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATILE - HITELIAN USE ONLY

BRIEF FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Helen E. Hanson, Administrative Officer, DDI/OCR, GS-14.
Certificate of Merit with Distinction

Miss Hanson came to CIA in October 1947 after four years' military duty with the Women's Army Corps, including service as WAC Staff Director in the Mediterranean Theater. She holds a BA degree from St. Olaf College, Minnesota, and from 1935 to 1942 was a high school teacher in Wisconsin.

Miss Hanson is recommended for the Certificate of Merit with Distinction in recognition of her fifteen years' service as Administrative Officer of OCR described on the attached Form 600. Miss Hanson has resigned, effective 4 April 1964.

ADMINISTRATIVE - INTERNAL HISE ONLY

		HANGO AND		LIMAL USE		DATE
m)			MERIT AWARDS			27 March 1964
The Honor	and Merit Aw	ards Board	having cons	idered a red	commendat	ion that:
AME.	HANSON,	(First) Helen	(Middle) Evelyn	POS	ITION TITLE	
RESENT GRADE		OFFICE ASSIGN			Admini	strative Officer
	GS-14		DDI/OCR		i șon	
E AWARDED:	C =41 (1				·····	
· · · · · · · · · · · · · · · · · · ·	Certificate	of Merit w	ith Distinct	tion		
JFOR HERO	IC ACTION, ON					
FOR MERT	TORIOUS ACHIEVEME	ENT OR SERVICE	DURING THE PERI	100		
	THE RECOMMENDATI			THE RECOMMENDAT	1 O N	
APPROVES,	, BUT IN LIEU THE	REOF, RECOMMEN	DS THE AWARD OF	÷:		•
TATION						
		•				
·			•			
	Miss	Helen E. F	lanson is h	ereby award	ded the C	ertificate of
	Merit with	Distinction	for her exe	ceptional se	rvice to	the Agency
	since 1947.	As head	of an impor	tant admini		tile rigority
	Mies Hanso	برامهاس ما -	· language	tone adminis	BILWITAG (component,
	Miss Hanso	n in Midera	known for	her many c	ontributi	ons to her
	office and,	hence, to t	he accompl	lishment of	Agency n	nissions
	Her profess	ional com	atence. en	thusiasm av	Adayotle	an haan
	furnished a	blah avami	-1- 4- 5	fiinatabri et	ua associa	on nave
	furnished a	uign exami	pie to ner a	ssociates a	nd meet	the best
	traditions o	f dedicated	service to	the Centra	l Intellige	ence Agency
	and the Unit	ted States (Jovernment	t.		
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				•	•	
•	(Recommen	dation annu				
	(Recommen	attion appr	oved by AD	DD/I on 23 A	March 19	64)
SONS FOR DIS	SAPPROVAL OF RECO	MMENDED AWARD				:
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	RECORDER	'S NOTE.	On 26 and	27 Manah 1	066 44-	•
	Marit Arian	de Basad 1	OH EU AHU	27 March 1	you, the	Monor and
	Merit Award	IN DORLG'	oh terebuou	e vote, app	roved the	recom-
	mendation a	ttached her	reto.			
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	(gianal) T		<u> </u>			
	(signed) Ly	man B. Kirk	patrick T	YPED NAME OF CH	IAIRMAN, HONG	OR AND MERIT AWARDS BOARD
ald (ECTOR OF CENTRAL				TTD. E	CHOLS
EON ""			S	GIGNATURE /Sa		
	1 APR 1	964	L		8/ Pobert M. 6	eynor
			т	YPED NAME OF RE		
	DATE				THE DATE OF CHILD	

PERSONNEL EVALUATION REPORT Posted Pos. Control
Items 1 through 6 will be completed by Administrative or Personnel Reviewed by PUD (CD-CD
1. NAME (Last) (First) (Middle) 2. GRADE 3. POSITION TITLE HANSON, Helen E. GS-13 Admin. Officer
4. OFFICE STAFF OR DIVISION BRANCH XX DEPT'L. IF FIELD, SPECIFY STATION
OCD Off Asst Director Admin Staff FIELD
5. PERIOD COVERED BY REPORT From 11/6/51 To 11/51/52 [Initial
Items 7 through 10 will be completed by the person evaluated
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES
As Chief of the Administrative Staff, I am responsible for:
1. Planning, developing, and directing administrative support activities in OCD. 2. Implementing Agency and Office policies and regulations relating to personnel, budget and finance, space, security, travel, services, supplies, etc. 3. Reporting to the Executive on Office administrative problems, advising him of
needed changes in regulations or action necessary to ensure conformance of
Divisions to existing policies.
4. Controlling OCD liaison with the Offices of Personnel, the Comptroller, Procure-
ment and Supply, General Services, and with several components of the Security
Office.
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.
Name of Course Location Length of Course Date Completed
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).
10.
5 January 1953 Yelen & Hanson
DATE
Items 11 through 18 will be completed by Supervisor
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. From the cut and dried listing of duties under (7) above, it isn't obvious that thi particular position is closely associated with the morale and well-being of several hundred people. Fortunately, this Office has found in Miss Hanson someone who combines professional competence with a pleasant personality. She performs the myriad of duties assigned to her in a superlative manner, and is a credit to the organization which she serves.

(4)

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING? Particularly outstanding is her ability to tackle any assignment promptly and well. She does this with a very small staff who enjoy working for her and support her at every turn. 13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? OCD administrative routine is fairly well established. In the future, I believe Miss Hanson should devote greater emphasis to planning, in order to prevent administrative crises from developing. 14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Miss Hanson has not reached the acme of her career and is capable of handling greater responsibilities in the future. 15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if She is ideally qualified and suited for her present job. 16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? No training or rotation assignment is recommended at this time. 17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE. 18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20. DATE 19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.1] 20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet. r/CD

	RFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?
a large office, and doing so total T/O being served.	ve, providing excellent administrative support for with a staff which amounts to less than 1% of the
3. ON WHAT ASPECT OF PERFORMANCE SHOULD	O THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
None	
None	· · · · · · · · · · · · · · · · · · ·
. COMMENT ON THIS PERSON'S ABILITY TO H	HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
She is capable of handling ar assignable to a woman.	my administrative job which is appropriately
APE THERE OTHER DUTIES WHICH RETTER I	SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if
possible.)	SUIT THIS PERSON'S QUALIFICATIONS? TRECOMMEND appropriate reassignment, if
No	
. WHAT TRAINING OR ROTATION DO YOU RECO	OMMEND FOR THIS PERSON?
None at this time.	
 IF PERFORMANCE DURING REPORT PERIOD H PERSON OF UNSATISFACTORY PERFORMANCE. 	HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS
THIS PERSONNEL EVALUATION REPORT HAS COMMENT ON ITEMS 7, 8 AND 9, ARE SHOW	BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING WN BELOW UNDER ITEM 20.
	Assistant Director, OCD:
40 1	
18 Nov 15	3-3
DATE	
. I have keviewed the above keroki. (C	Comments, if any, are shown in Item 20.1
	STORETHEE OF DEVICENCE OFFICE
DATE	SIGNATURE OF REVIEWING OFFICIAL
DATE • COMMENTS: (If necessary, may be conti	

PERSONNEL EVALUATION REPORT								
Items 1 through 6 will be completed by Administrative or Personnel Officer								
1. NAME (Last) (First) (Middle) 2. GRADE 3. POSITION TITLE HANSON, Helen E. GS-13 Administrative Officer. OCD								
4. OFFICE STAFF OR DIVISION BRANCH X DEPT'L. IF FIELD, SPECIFY STATION CCD Admin.Staff								
5. PERIOD COVERED BY REPORT 6. TYPE OF REPORT Executive Inventory From To Initial Addition								
As of 28 August 1953 Reassignment Reassignment of Supervisor								
Items 7 through 10 will be completed by the person evaluated								
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.								
As Administrative Officer for OCD she is providing administrative support - personnel, budget, transportation, etc for an outfit of about 800 people.								
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.								
Name of Course Location Length of Course Date Completed								
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?								
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).								
10.								
DATE SIGNATURE								
Items 11 through 18 will be completed by Supervisor								
Miss Hanson is doing a superlative job, and she is doing it with a staff of only subordinates. I'm informed, though I cannot vouch for it, that there is no other outfit in the Agency which gets its administrative support from a staff amounting to less than 1% of overall T/O strength. I can vouch for the fact that the quality of the support CCD gets from Miss Hanson is 100%.								

FORM NO. 37-151 MAY 1952 SECRET

(Over)

(4

12.	Outstanding efficiency, and the ability to command devotion from the men and women who work for her. Though she and her small staff carry a
	done on time, and there is never evidence of hasty workmanship.
13.	ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
	I don't know of a single deficiency
14.	COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
	Miss Hanson could probably handle, and handle well, any administrative job which needed a woman in the driver's seat
15.	ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
	No. She is happy where she is, and I couldn't have a better person for the job, male or female
16.	WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
	None
	NOME
•	
17.	15 PERFORMANCE DIDING DEPORT REDION HAS DEEN UNSATTEFACTORY TURNS AS A THORSE
	IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18.	THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING.
	_
_	28 August 1953 Assistant Director, OCD
10.	DATE SIGNATURE OF SUPERVISOR I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)
.,.	\ \ \tag{20.}
	DATE SIGNATURE OF REVIEWING OFFICIAL
20.	COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)
	The Agency will probably always have a small number of executive jobs which should be filled for by-women, and it is for that reason
	that I recommend Miss Hanson be listed in the Executive Inventory.
	She is a Grade A administrative officer and executive. She has been with CIA since 1947 and knows it well: she has the rank of
	Lt. Colonel in the WAC Reserve.
	· ·

Form Budge	approved. t Buroau No. 50	-R01:	2.8
ADM:NSTRATIVE-UNO	FFICIAL	(
OFFICIAL: REGULAR () PROBATIO	SPECIAL	()

	LITICIENC			PROBATIONAL ()
As of $3/31/50$	based on performance	during period	from 9/21/4	9 to 3/31/50
Hanson, Hele	en E. Adminis	strative Of	ficer GS-	11
	•	(11016	or position, service, a	nd grade)
Collection & D	Dissemination Administr	ative Staf	<u>r</u> .	
ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the No. 3823A.	Rating Official'	s Guide, C. S. C.	Form CHECK ONE:
V if adequate	2. Underline the elements which a	re especially in	nportant in the po	sition. Administrative,
- if weak	3. Rate only on elements pertinent a. Do not rate on elements in	t to the position. italics except t	for employees in a	
	istrative, supervisory, or	r planning nosit	tions	planning
+ if outstanding	b. Rate administrative, sup elements in italics.	ervisory, and	planning function	ns on All others
(1) Maintenance	e of equipment, tools, instruments.	(21)	Effectiveness in	planning broad programs.
(2) Mechanical		. (22)	Effectiveness in	adapting the work program to
(3) Skill in the cedures.	application of techniques and pro-		broader or rela	ited programs.
	ty of work (appropriatores of a	(23)		devising procedures.
rangement	ty of work (appropriateness of ar-	(24)	ing standards	laying out work and establish- of performance for subordi-
(5) Attention to	broad phases of assignments.		nates.	
(6) Attention to		(25)	Effectiveness in ing the work of	directing, reviewing, and check-
(7) Accuracy of		(26)		instructing, training, and
(8) Accuracy of			developing sub	ordinates in the work.
(10) Effective	judgments or decisions.	(27)	Effectiveness in 1	promoting high working morale.
(10) Enectiveness	s in presenting ideas or facts.	(28)	Effectiveness in and equipment	determining space, personnel,
		(29)		setting and obtaining adher-
ments.	ogress on or completion of assign-		ence to time lin	nits and deadlines.
(13) Amount of a based on p	acceptable work produced. (Is mark production records? (Yes or no)		Ability to make a	lecisions. n delegating clearly defined
+ (14) Ability to or	(Yes or no)		authority to ac	t.
+ (15) Effectiveness	s in meeting and dealing with			
others.		ST	ATE ANY OTHER I	ELEMENTS CONSIDERED
(16) Cooperativer	less.			
(17) Initiative.		(A)		
(18) Resourceful		(B)		***************************************
(19) Dependabilit				· · · · · · · · · · · · · · · · · · ·
(20) Physical fitn	ess for the work.	(C)	***************************************	
	STANDARD		6 .	Adjective
	Deviations must be explained on reverse side of	this form	•	Rating
			Adjective Rating	Rating
Plus marks on all und	erlined elements, and check marks or	better on all		official
	on all elements rated, and plus mar	rks on at least	Excellent	·
half of the underlined	d elements	**************	Very Good	
Jheck marks or better performance overcom	on a majority of underlined elements pensated by outstanding performance	, and all weak	Good	Reviewing E
Check marks or better	on a majority of underlined elements.	and all weak		
performance not over	compensated by outstanding performs	ince	Fair	
ormus marks on at leas	t half of the underlined elements		Unsatisfactory	
0-4-3 1		FANIDA	to.	(Maril 1 hors
Rated by		(Title)	· · · · · · · · · · · · · · · · · · ·	(Date)
2		$ADI\delta$	C.D	6 Alail 1950
Reviewed (Si	gnature of reviewing official)	(Title		(Date)
		50-		,
ranng approved by em	iciency rating committee (Date)	Report to	employee)g)

APMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 2/22/49	based on performan	ce during period f	from 8/22/48	2/22/49
Helen E. Hanson	Libran			
(Name of en	nployee)	(Title	of position, service, an	nd grade)
A&M, Reference		,		
	(Organization—Indicate bur	eau, division, section,	unit, field station)	
ON LINES BELOW	1. Study the instructions in the No. 3823A.	e Rating Official's	Guide, C. S. C.	Form CHECK ONE:
MARK EMPLOYEE	2. Underline the elements which	n are especially im	portant in the pos	sition. Administration
V if adequate	3. Rate only on elements pertine a. Do not rate on elements	ent to the nosition.		
- if weak	istrative, supervisory.	or planning positi	ions	planning
+ if outstanding	b. Rate administrative, si elements in italics.	upervisory, and p	planning function	All others
441				
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(2) Mechanical sk		(22)	Effectiveness in	adapting the work program to
cedures.	pplication of techniques and pro		broader or rela	tea programs. devising procedures.
(4) Presentability	of work (appropriateness of ar			laying out work and establish-
: : : rangement a	and appearance of work).	<u>(, ,) </u>	ing standards	of performance for subordi-
Attention to b	road phases of assignments.	/	\underline{nates} .	
(6) Attention to pe	ertinent detail.	(25)	ing the work of	lirecting, reviewing, and check-
(7) Accuracy of o		V (26)	Effectiveness in	instructing, training, and
(8) Accuracy of fire (9) Accuracy of j		•	developing sub-	ordinates in the work.
	n presenting ideas or facts.	(27)	Effectiveness in p	romoting high working morale.
±.(11) Industry.	in presenting ideas or facts.		Effectiveness in and equipment	determining space, personnel,
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± (15) Effectiveness	in meeting and dealing with	h .		
others.		ST.	ATE ANY OTHER E	LEMENTS CONSIDERED
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(17) Initiative.		(A) .		* *- *- *- *- *- * * * * * * * * * * *
(18) Resourcefulnes	35.	(B) _		
(19) Dependability.	- A 42			
(20) Physical fitnes	s for the work.	(C) _		
r	STANDARD Deviations must be explained on reverse side			Adjective Rating
	· · · · · · · · · · · · · · · · · · ·		Adjective	2 11 5
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Check marks or better o half of the underlined e	n all elements rated, and plus m lements		Very Good	
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Paviama	·	Ania	00	28/11/45
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Rating approved by efficient	ency rating committee	A Report to		parametrical control of the control
U. S. GOVERNMENT PRINTING OFFICE	16-26177-K	-	(Adjecti	ve rating)

Form approved.	
Form approved. Budget Bureau No.	50-R012.8.

ADMINISTRATIVE-UNOFFICIAL			(
OFFICIAL:			-
REGULAR	(x)	SPECIAL	(

As of 9/20/49	based on perform	ance during period	from 3/20/49	to 9/	/20/49
Halen E. H	anson Admi)	nistrative Of	ficer of position, se	ade)	
OCD. Admin	istrative Staff (Organization—Indicate b	oureau, division, section,	unit, field station)	:	
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	ency rating committee . 2 2 (Da	(Title	employee (Adject	(De	ate)

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Helen E. Hanson	Tihnamian			•			
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ON LINES BELOW	1. Study the instructions in the Rat			m CHECK ONE:			
MARK EMPLOYEE	No. 3823A. 2. Underline the elements which are	especially in	nortant in the positio				
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REVISED SEPTEMBER 1954
U. S. CIVIL SERVICE COMMISSION
FPM CHAPTERS L1, R3; AND S2

STATEMENT OF PRIOR FEDERAL CL. AN AND MILITARY SERVICE AND DETERMINATION OF CUMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V

credits for reduction in fo should complete Part I as	nd the	nd (2) ii Person	n recor	rding a	agency o	leterm mplete	Parts	n of cor	npetiti ough V	ve status.	The emp	ployee ———
PART I.—EMPLOYEE'S STATEMENT								.—THIS COI				
1. NAME (Last, first, middle initial)					2. DATE	OF BIR	ЗТН			9. RETENT	TION GROUP	
Hanson Helen		E.		!	1.1.1.	1 10	6	1913	3	ļ		
3. LIST THE FOLLOWING INFORMATION CONCERNING PRIOR TO YOUR PRESENT APPOINTMENT (Do not in	All FF	EDERAL A	ND DIS	TRICT (OF COLUI	<u></u>				B. TYPE	STATUS [] E OF PRESENT DINTMENT	YES NO
	Τ	FROM-			то		Π.	TYPE OF		11. SERVIC	E	
NAME AND LOCATION OF AGENCY	YEAR	MONTH	DAY	YEAR	MONTH	DAY		IF KNOWN	:NT	YEAR	MONTH	DAY
None	47	10	6								2/2	19/43
. THE PERIODS OF ACTIVE SERVICE IN ANY PRANCIL C				-						5 C D	500	2-60
4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH O MILITARY SERVICE, WRITE "NONE."	FTHE	ARMED FO	ORCES O	/F THE U	JNITED ST	ATES.	IF YOU	HAD NO	ACTIVE		171	· !
BRANCH		FROM-		<u> </u>	то—		Γ	DISCHARGE		!	į į	1
protecti	YEAR	MONTH	DAY	YEAR	монтн	DAY	(Hon	n. or dish				
Army	1942	July	20	1947	Jan	26	_/	Hon.		4	6	7
5. DURING PERIODS OF EMPLOYMENT SHOWN IN IT WITHOUT PAY, INCLUDING PERIODS OF MERCHANT M IF ANSWER IS "YES," LIST FOLLOWING INFORMATION	MARINE	OID YOU SERVICE	HAVE /	A TOTAL	L OF MO	RE THA	N 6 MO	ONTHS AB	SENCE NO	12. TOTAL	SERVICE	TOUCE
TYPE IF KNOWN		FROM-			то—			TOTAL			purposes or	
(LWOP, Furi, Susp. AWOL, Mer Mar)	YEAR	монтн	DAY	YEAR	монтн	DAY	YEARS	MONTHS	DAYS	l		
6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, D	NO VOI	· *COUIR	C A DEE	MANEN	TOMPE		55	, , , , , , , , , , , , , , , , , , , ,			REDITABLE SE	
YES NO (If answer is "Yes," in what agency w									ATUS!	15. REEMP	LOYMENT RI	GHTS
7. ARE YOU:					•	•				16. RETEN	TION RIGHTS	;
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN. C. THE UNREMARRIED WIDOW OF A VETERAN?	A. THE WIFE OF A DISABLED VETERAN? YES NO 17. EXPIRATION DATE OF RETENTION RIGHTS 17. EXPIRATION DATE OF RETENTION RIGHTS						OF RETEN-					
8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR O' I swear (or affirm) that the above states								nd belie	ef.			٠.
11 Jan 1960				-	_2	elen	_ (<u> 5. 74</u>	SIGNATUI	RE)	<u>, </u>	
Subscribed and sworn to before me on t	Subscribed and sworn to before me on this day of 19 at (CITY) (STATE)											
SEAL												·
NOTE: If oath is taken before a Notary I												
INSTRUCTIONS: File this form on the perman action involved.	ient sid	le of the	emplo	yee's c	official p	ersonn	el fold	er immed	diately	before or	after the pe	rsonnel

HandQUARTERS COMMAND, UNITED STATES AIR FORCE Bolling Air Force Base 25, DC

AIR FORCE RESERVE ORDERS)
NUMBER 222)

EXTRACT

18 December 1956

- 1. DP LT COL HELEN E HANSON AL600304 (Ready Res) (Non rated-NOFS) (PAFSC 701A) (Perm add: 1500 Arlington Blvd, Arlington, Va) (Yrs sv 13) (Marital Status S) (Depns O) (W/E 1) w/res asgmt Hq USAF (MOARS-Tng Cat "DM) (Off Sec of the Air Stf, Field Ext) Washington, DC is ordered to AD for 15 days tng with the 1007th Air Intelligence Svc Gp, USAF, Washington, DC. Off WP on EDT 4 Jan 57 fr perm add to Bolling AFB, Washington DC rept NLT 0830 hrs 4 Jan 57 at Rm 1302, Bldg 110 thence to Comdr, 1007th Air Intelligence Svc Gp, USAF, Washington, DC. Off will comply w/prov of par 13, AFR 45-14. Unless sconer rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDRT 18 Jan 57. Accrued 1v not auth. AFR 35-22 applies. Off is cleared for access to TOP SECRET material during this pd of active dy. Tvl of depns and shipment of household goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 061-7958 P751-01 S49-604. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB 25, DC, Attn: Bud & Fisc Off. (Auth: AFR 45-14 & 1tr DAF (AFPMP-R) subj: Short Tour for Tng, dtd 14 Dec 56).
- 2. DP MAJ PAULINE E SPOFFORD AL200045 (Ready Res) (Non rated-NOFS) (PAFSC 721) (Perm add: 1422 36th St NW, Washington, DC) (Yrs sv 15) (Marital Status S) (Depns O) (W/E 1) w/res asgmt Hq USAF (MOARS-Tng Cat "D") (Off Sec of the Air Stf, Field Ext) Washington, DC is ordered to AD for 15 days tng with the Off of the Chief Special Warfare, Dept of Army, Washington, DC. Off WP on EDT 7 Jan 57 fr perm add to Bolling AFB, Washington, DC rept NLT 0830 hrs 7 Jan 57 at Rm 1302, Bldg 410 thence to Rm 3D254, The Pentagon. Off will comply w/prov of par 13, AFR 45-14. Unless sooner rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDRT 21 Jan 57. Accrued ly not auth. AFR 35-22 applies. Off is cleared for access to TOP SECRET material during this pd of active dy. Tvl of depns and shipment of house-hold goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 061-7958 P751-01 S49-604. Tvl chargeable to 5773700 061-7966 P757-02 S49-604. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB 25, DC, Attn. Bud & Fisc Off. (Auth: AFR 45-14 & 1tr DAF (AFPMP-R) subj: Short Tour for Tng, dtd 14 Dec 56).
- 3. DP LT COL ADOLPH H GRAETZ A0388982 (Ready Res) (Non rated-NOFS) (PAFSC 6h1) (Perm add: 16 Oxford Rd, Massapequa, LI, NY) (Yrs sv 16) (Marital Status M) (Depns 1) (W/E 2) w/res asgmt Hq USAF (MOARS-Tng Cat "B") (Dir of Supply & Svcs, DCS/M) Washington, DC is ordered to AD for 15 days tng with the Off of the Secretary of Defense, Military Personnel Br, OSD, Washington, DC. Off WP on EDT 1h Jan 57 fr perm add to Bolling AFB, Washington, DC rept NLT 1h Jan 57 at Rm 1302, Bldg h10 thence to Rm 3C97h, The Pentagon. Off will comply w/prov of par 13, AFR 45-lh. Unless sconer rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDRT 28 Jan 57. Accrued lv not auth. AFR 35-22 applies. Off is cleared for access to SECRET material during this pd of active dy. Tvl of depns and shipment of household goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 O61-7958 P751-O1 Sh9-6Oh. Tvl chargeable to 5773700 O61-7966 P757-O2 Sh9-6Oh. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB, 25, DC, Attn: Budget & Fisc Off. (Auth: AFR 45-lh & 1tr DAF (AFPMP-R) subj: Short Tour for Tng, dtd 1h Des 56).

en de Maria de la compania de la Maria
4. DP LT COL THOMAS M BAILEY A0902890 (Ready Res) (Non rated-NOFS) (PAFSC 231) (Perm add: 6621 Wilmington Dr, Falls Church, Va) (Yrs sv 17) (Marital Status M) (Depns 3) (W/E 4) w/res asgmt Hq USAF (MOARS-Tng Cat "D") Washington, DC is ordered to AD for 15 days tng with the Dir of Intelligence, DCS/O, Hq USAF, Washington, DC. Off WP on EDT 14 Jan 57 fr perm add to Bolling AFB, Washington, DC rept NLT 0830 hrs 14 Jan 57 at Rm 1302, Bldg 410 thence to Rm 4B935, The Pentagon. Off will comply w/prov of par 13, AFR 45-14. Unless sooner rel fr tng off will be rel in sufficient time to ret to perm add and revert to inact status EDRT 28 Jan 57. Accrued ly not auth. AFR 35-22 applies. Off is cleared for access to TOP SECRET material during this pd of active dy. Tvl of depns and shipment of household goods not auth at govt expense. Tvl by mil or coml acft, coml rail or bus is auth. TDN PCS Pay & Alws chargeable to 5773700 061-7958 P7.51-01 S49-604. Tvl chargeable to 5773700 061-7966 P7.57-02 S49-604. Fin Off making pmt against this order will fwd cy of pd vou to Comdr, HEDCOM, USAF, Bolling AFB 25, DC, Attn: Bud & Fisc Off. (Auth: AFR 45-14 & 1tr DAF (AFFMP-R) subj: Short Tour for Tng, dtd 14 Dec 56).

5. SMOP 6, AFRO 190, this Hq, dtd 19 Oct 56 pertaining to Special Tour for CAPT ARTHUR C JACKSON A02064152 (Perm add: 502 E Southampton Dr, Silver Springs, Md) as reads "AD for 90 days Special Tour" is amnd to read "AD for 59 days Special Tour" as reads "EDRT 19 Jan 57." is amnd to read "EDRT 19 Dec 56." as reads "Off will be reimbursed for accrued lv (8) days." is amnd to read "Off will be reimbursed for accrued 1v (5) days. ". (Auth: 1tr DAF (AFPMP-R) subj: Amendment of Orders, dtd 18 Dec

Section 18 September 18 Billions 6. LT COL EDMUND L HARTUNG A0429296 (Ready Res) (Non rated NOFS) (PAFSC 653) (Perm add: 3292 S Utah St, Arlington, Va) curr holding a mob asgmt with Hq USAF (MOARS-Tng Cat "D") (Off of the Asst Sec of the AF, Materiel) Washington, DC is reassigned to a mob asgmt (MOARS-Tng Cat "D") with the Off of Legislative Liaison, OSAF, Washington, DC. in duty AFSC 701. Off will rept to unit of asgmt in person or by mail as soon as possible. (Auth: AFR 45-3 & ltr DAF (AFPMP-R) subj: Reassignment, dtd 12 Dec 56). ୁର । ୧୯୭୭ । ବିଜ୍ଞ ନାମ । ବିଜ୍ଞ ନିୟା (

BY ORDER OF THE COMMANDER: OMMANDER: La lie de la la la la la lieure de le de la lieure de la lieure de la lieure de la lieure de la lie

OFFICIAL:

N. H. VAN SICKLEN

Colonel, USAF

Chief of Staff

WILLIAM C FLANNIGAN

Major, USAF

Asst Adj

DISTRIBUTION:

2 - Dir Stat Svcs, HEDCOM

Attn: MSgt Davis

Par 6

2 - Dir Spec Inv, 1005th IG

Attn: It Crais

1 - Acct & Fin HEDCOM

4 - Bud & Fisc HEDCOM

12 - Dir Mil Pers, DCS/P, Hq USAF Res Acty Gp

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3 - ARRC Ea Off 1 - 201 File DRA Ea Off

2 - Exec Off, DCS/M, Attn:Maj Burton

2 - Off, Chief Special Warfare, DA Attn: Maj Jelley

2 - Comdr, 1007th Air Int Svc Gp 1 - Off Mail Rm, HEDCOM Handward the Watth: Lt Col Dahl

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10 June 1955

MEMORANDUM FOR: CIA Incentive Awards Committee

THRU:

Special Assistant to the DD/I (Admin.)

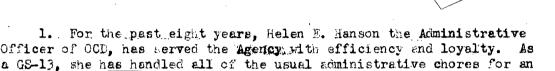
FROM:

Acting Assistant Director, C&D

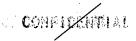
SUBJECT:

Monetary Award for Helen E. Hanson

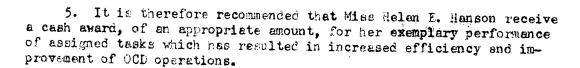
office of over people with easteff of only assistants.



- 2. Her performance over the years has been consistently exemplary. She has maintained exceptionally good rapport with GCD employees at all levels and is respected and admired by them. As a result, she has been able to short-stop many personnel actions before they could become real problems. Her dealings with members of the office of Personnel and contacts with counterpart staffs in the Agency have been particularly effective. And, she has proven herself capable of conserving OCD funds and keeping manpover requirements down. The many compliments which OCD has received regarding her tact, good judgment, and enterprise are testimony to her outstanding ability.
- 3. A striking example of her initiative is the way in which she devised a plan for reducing personnel turnover in OCD. As a vacancy opens in OCD, the Administrative Staff prepares summaries of the qualifications of all OCD employees eligible for the job. The Division Chief who has the vacancy reviews the summaries and prepares recommendations for the OCD Career Service Board. This procedure guarantees that OCD's higher jobs will be staffed by the most experienced and best qualified people in the Office; it encourages personnel to remain with the Office because they are aware that they will be considered for opportunities which arise in any Division; and, it serves as a general morale booster.
- 4. I feel confident that no Office is better served by its Administrative Officer than OCD and I suspect that, due largely to her efforts, our administrative overhead is probably the lowest proportionately of any sizable office or staff in the Agency.



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TO: CIA Incentive Awards Committee

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22 June 1955

I am very familiar with Miss Hanson's work through daily contact and highly recommend an appropriate cash award in recognition of her outstanding performance.

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Assistant to the BD/1 (Admin.)

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CENTRAL INTELLIGENCE AGENCY WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

15 JUL 1955

MEMORANDUM FOR:

Helen E. Hanson

SUBJECT:

Notification of Membership in the Career Staff

- 1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 1 July 1954.
- 2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.
- 3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Harrison G. Reynolds Chairman, CIA Selection Board

Noted:

Jelen E. Hanson

Date: 18 July 1955

Career Service Staff
Office of Personnel
1 SEP 1955

SECKET

10 April 1952

Miss Helen E.	HANSON - Personnel folder
MEMORANDUM FOR:	ASSISTANT DIRECTOR, CD
FROM:	OCD Division Chiefs (BR, IR, Liaison and Library)
SUBJECT:	Commendation
•	
	settled in their new quarters. At best, the move
was a difficult	and complex operation. It was accomplished, minimum of apset and confusion.
2. We feel	·
deserve to be co	commended for the attention, personal time, and which they gave in order to make sure that the
operation went of which conduction	off smoothly and efficiently. The able manner in
a model of good	administration for all of us to follow. He
yet through the	erywhere at once, constantly on the scene, and ordeal he managed to remain his usual pleasant,
cooperative self	
3. Each ar us in expressing	d every member of our respective staffs join with to Miss Hanson, and
	gratitude and appreciation of their errorts.
	Chier, BH
	Chief, in
	Chief, Linison
	Clivitionarian
•	BRANCH
APR.	S1 4 27 PM '52
	_RSONNEL
	P. M. A. M. P. A. M. M. D.

My dear Helen,

The job which you have done for the Agency in the several weeks just past is one which I shall never forget.

Your problem was to plan for and then actually effect the uprooting of some office workers - complete with their desks, file cabinets, telephones, and impediments - and then reinstall them in What made the job uniquely difficult was that it must be done without major interruption to any of the various tasks on which these workers were engaged. For any such interruption would surely have far-reaching and serious effects upon the workings of the Agency, and it might conceivably - if there were critical international developments in the interlude - work harm to the nation.

The problem seemed insoluble. But you solved it. The advance planning was superb, and the actual move itself was carried out almost entirely over a weekend when, normally, only the akeleton drews would have been at work. All units were working in the old quarters at about 90% of peak efficiency on Friday afternoon, and nearly all were working efficiently in the new location by Monday noon.

You will urge upon me that I not give too much credit to yourself for a job which, in its most critical moments, was largely performed by the outstending members of the staffs concerned. This is modest of you, and it is true that we one much to the many men and women who labored till midnight each day in dungarees and work clothes, but I say to you that it was your own example and leader—ship which produced so remarkable a response from the staffs concerned. All dreaded the move, all feared the worst, and there was reason for them to do so. But, while setting an example of indefatigable energy yourself, you also found time somehow to deal humanly and generously with each of the hundreds of little complaints from worried people. So a majority followed your example, within their capacity to do so, and even the few chronic discontents were shared with silence. I had expected twenty to thirty resignations, and there has not been one.

Thank you, Helen. May your star ever flourish.

PERSONNEL

Assistant Director

Miss Helen T. Wreen

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

		PLACE OF EMPLOY	MENT)	
I. HELEN E.	HANSON		, DO HEREBY SW	VEAR (OR AFFIRM)
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NT EMPLOYEES TH	AT ASSERTS	THE RIGHT TO S	TRIKE AGAINST TH	IE GOVERNMENT OF
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	_		Helen E.	Janson
		· · · · · · · · · · · · · · · · · · ·	(SIGNATURE OF EMPL	OYEE OR APPOINTEE)
	•	• .	•	
UBSCRIBED AND SW	ORN TO BEFO	ORE ME THIS	6th	DAY OF
			<u>CON</u> , STATE OF	
OCTOBER				

APPOINTMENT CLERK
Chapter 145, Title II, Sec. 206
Act of June 26, 1943

FORM NO. 37-24

OA_H OF OFFICE, AFFIDAV.T, AND DECLARATION OF APPOINTEE

VENTRAL-IN	(Department or Establishment)	(Bureau or Division)	WASHINGTON, D. C.	
		(Dailed of Division)	(Place of Employment)	
A.		UPTEM E HARIC	ON	
OATH OF OFFICE	to the same; that I take this	preign and domestic; obligation freely, w l and faithfully disci	t and defend the constitution of the Unithat I will bear true faith and allegianthout any mental reservation or purposharge the duties of the office on which I	nce
B. AFFIDAVIT	or violence; and that during	es the overthrow of th such time as I am an nember of any politic	e, nor am I a member of any political pane Government of the United States by for employee of the Federal Government, I cal party or organization that advocates by force or violence.	orce
C. DECLARATION OF APPOINTEE	ment; (2) I will inform myself and Executive orders concer the attached Information for (3) the answers given by are true and correct (4) the answers contained dated	of and observe the pring political activity Appointee, and [strik y me in the Declaration and in my Application 19] which I have reviewed in necessary, u	red or promised to pay any money or of the use of influence to procure my apportunitions of the Civil Service law and ruy, political assessments, etc., as quoted to eat either (3) or (4)] ion of Appointee on the reverse of this shape for Federal Employment, Form No. filed with the above-named department are true and correct as of this date, see additional sheet; if no exceptions we of this sheet need not be used):	oint- ules l on neel
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·		Ikle	(Signature of Appointoe)	
Subscribed and a	sworn before me this 6th	day of <u>Octob</u>	per A. D., 1947	<u>, </u>
at	WASHINGTON		D C	
	WASHINGTON (City)		(State)	
	•			
[SEAL]				
		Appointm	ent Clerk	
NOTE.	—If the oath is taken before a Notary	Public the date of expirat	(Title) tion of his commissio Soldyld Alekshown If June 26, 1943 10–32804-2	
6 OCTOBER 191	47 Librarian	\$3397.20	July 16: 191	13

- (d) Acted as consultant on training policies pertaining to the Women's Army Corps and was responsible for making appropriate recommendations.
- Supervised all clerical and administrative (e) personnel in the Training Group including civilian and military personnel.
- Duty assignment from March 1945 Oct. 1945: Deputy WAC Staff Director and WAC Staff Director, Mediterranean Theater of Operations. Duties included:

Formulation of policies governing the 1500 . (a) members of the WAC in that theater.

Continuous inspection trips to WAC units in various parts of Italy, to insure their effective utilization, well-being and conformity with established policies. -

Working in close liaison with other women's services, i.e., Army Nurse Corps, Red Cross,

British, etc.

(d) Supervising the demobilization of the WACs after VE Day.

Duty assignment from Nov. 1945 - Nov. 1946: Personnel staff officer in the Personnel and Administration Division of the War Department General Staff, and Executive Officer to the Director, Women's Army Corps. Duties included:

(a) Assisted in formulating plans and policies governing all personnel of the Women's Army Corps, which covered supply, administration, utilization, recreation, welfare and every phase of Army life as it affects women.

(b) Took final action on correspondence, and verbal and written requests pertaining to the WAC, coming to the staff level for approval.

(c) Represented the Director, WAC at numerous conferences with War Department agencies, civilian groups, and the other women's services.

(d) Assisted in formulating projected plans for the utilization of women in the Regular Army and Organized Reserves.

(e) Initiated studies and surveys made on various phases of the WAC.

(f) Maintained continuous liaison with all War Department agencies taking implementing action on WAC policies to insure desired results. Also continued liaison with subordinate representatives of the Director, WAC, throughout the U.S.

(g) Supervised clerical and administrative personnel in the office, including civilian and military

personnel.

17. Military Experience

- 1. Duty assignments from Sept. 1942 February 1944:
 Chief WAC Officer Candidate Section, School Secretary
 of WAC Officer Candidate School, Director of Training
 at WAC Training Centers, Ft. Des Moines and Ft. Oglethorpe.
 Duties and responsibilities included the following:
 - (a) Planning and outlining courses of study taught in the Officer Candidate School during a period in which approximately 5,000 women were commissioned. Courses included organization of the Army, administration, supply, leadership, methods of training, current history, etc., Arranged all class schedules.
 - (b) Supervision over courses taught in other training center activities such as basic training, clerks' course, cooks and bakers school and advanced officers' training. Approximate number of women in training at one time was 6.000.

(c) Initiated and directed the use of training aids, testing procedures, demonstrations & other aspects of learning.

.(d) Direct supervision over all instructors, varying from 15 to 100 in number. Responsible for their selection, training, their satisfactory performance, and final efficiency ratings.

(e) Served as President of numerous boards for the purpose of interviewing and selecting applicants for OC School, and on other boards to eliminate unsuccessful candidates.

- 2. Duty assignment from March 1944 Feb. 1945: Staff Officer and Executive Officer under Brig. General J.S. Bradley in the Organization and Training Division of the War Department General Staff. Duties included the following:
 - (a) Extensive research in the preparation of staff studies, surveys and action papers for the Chief of the Division and the Chief of Staff.
 - (b) Security officer for the Training Group, responsible for the proper handling of all classified material, including "TOP SECRET."
 - (c) Screening of all incoming and outgoing correspondence in the Training Group. Prepared resumes of all informational matter for the Chief of the Group.

CONFIDENTIAL

Investigation Report

Date: 17 Sept. To: Chief, Personnel Branch 1. Investigation directed by: 2. Sources of information: 3. Remarks: Subject is being considered for a position in ORE as Libral as per your request for clearance dated 3 July 1947. 4. Recommendation: SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT TO THE RECEIPT OF DEROGATORY INFORMATION AT SOME FUTURE DATE. INVESTMENT OF DAYS FROM ABOVE DATE. THIS APPROVAL RECOMES INVALID. DAYS FROM ABOVE DATE. THIS APPROVAL RECOMES INVALID.	
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FORM NO. 38-101

CONFIDENTIAL

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HANSON, Helen Evelyn

| Content of Digital Content



25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

A ADDITIONAL INFORMATION

Commendations 1952 from AD/CD and four OCD Division Chiefs for advance planning, able assistance rendered, and success of the move to new quarters.

Commendation 1954 from Chairman, CIA Career Service Board, for excellent Final Report of the Panel on Career Service for Women.

Award 1955 of \$500.00 for Superior Performance of duty.

Appointed 1956 member of Suggestion Award Committee for FY 1957.

Appreciation 1958 from Chairman, SAC, for helpful service as a member.

Commendation 1958 from AD/CR for serving as a member of inter-office task team which reviewed the OCR management reports system.

4 Mar 1964

ECT	INN	NARRATIVE (COMMENT
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Indicate significant strengths or weaknesses demonstrated in current position keeping in propulation their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendational performance on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerialier supervisory duties must be described, if applicable.

It is difficult to overstate the case for Miss Hanson. Her devotion to duty and hard work in continually assessing the people and programs of the Office p. to make its contribution to the Agency maximal, and to ensure its regular re-vitalization, are without precedent. Within her own staff, she has selected as assistants extremely competent people and is constantly encouraging and developing her junior people for positions of greater responsibility elsewhere. Her knowledge of and dealing with budgetary and personnel matters have been acknowledged by others outside the Office as exemplary.

Modest about her own contribution. Miss Hanson is quick to give credit to others.

Miss Hanson was one of two Agency nominees for the First Annual Federal Woman's Award; she received from the DCI a Citation for Outstanding Performance in 1955. More recently she received a letter of appreciation from General Carter. DDCI, for heading a group of Agency employees in charge of decorating Headquarters last Christmas with great success. We will continue to consider her nomination for appropriate recognition.

SECTION D	CERTIFICATION AND COM	MENTS	
1.	BY EMPLOYEE		
	RTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT	
3 May 1963	Helen E. Hanson	~	
2.	BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	O EMPLOYEE, GIVE EXPLANATION	, , , , , , , , , , , , , , , , , , , ,
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Helen E. HANSON	DEPT., OFFICE OR BRANCH
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July 42 - discharged JA LT. Coll WAS IN TRNG-Planning For Exec. + ADMIN- G-3 - 8 MONTHS STRIFT CRSERTE - CAMI WAC HAS, as FREC	rector IN Italy Ficer to Col. Boycel
NO. 38-1	(1535)

Miss	Helen	E.	Hanson

Dear Miss Hanson:

Tou are at present being censidered for employment with the Central Intelligence Group as a Librarian, \$3397.20 per annum. The position for which you are being considered is pending review and approval by our budget committee. There are a number of factors involved, such as review of qualifications, approval of grade by the Civil Service Commission, etc., all of which is a somewhat time-consuming process often requiring four to eight weeks to complete.

If for any reason you are unable to accept employment with this organization, please let us know at once so that consideration of your case may be cancelled.

We appreciate your interest and cooperation and will communicate with you as soon as possible.

Very truly yours,

S

ANDREW E. VAN ESSO
Chief, Procurement & Placement Section
Personnel Division

	PERSONNEL A	CTION REQU	JEST	L
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APPLICATION FOR MEMBERSHIP in the CAREER STAFF of the CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF THE CENTRAL INTELLIGENCE AGENCY APPROVED, TO TAKE EFFECT 1 JUL 1954

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EXECUTIVE DIRECTOR

STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY INF—FEDERAL PERSONNEL MANUAL CHAPTER RI REQUEST FOR PERSONNEL ACTION REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse. 1. NAME (Mr.-Miss-Mrs.-One given name, initial(s), and surname) 2. DATE OF BIRTH 3. REQUEST NO. 4 DATE OF REQUEST MISS HELEN E. HANSON 16 JULY 1913 24 SEPT 55 5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) 8. EFFECTIVE DATE A. PROPOSED: 7. C. S. OR OTHER LEGAL AUTHOR-ITY PROMOTION B. POSITION (Specify whether establish, change grade or title, etc.) 6 NOVE 1955 FROM-8. POSITION TITLE AND NUMBER T0---Administrative Officer, Administrative Officer, \$8560.00 per annum \$9600 00 per annum 9. SERVICE, GRADE, AND SALARY 10,320.00 001/00 D 10. ORGANIZATIONAL Office of Assistant Director Administrative Staff 11. HEADQUARTERS Washington, D. C. DEPARTMENTAL FIELD 12. FIELD OR DEPARTMENTAL X DEPARTMENTAL A. REMARKS (Use reverse if necessary) NOV. B. REQUESTED BY (Name and title) D. REQUEST C. FOR ADDITIONAL INFORMATION CALL (Name and talenhane sion) Signature Title: Assistant Director, OCD 13. VETERAN PREFERENCE 14. POSITION CLASSIFICATION ACTION NONE | WWIL OTHER 5-PT. 10-POINT NEW VICE I. A. REAL. DISAB. OTHER 17. APPROPRIATION 16. RACE 18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) 19. DATE OF APPOINT-MENT AFFIDAVITS (ACCESSIONS ONLY) 20. LEGAL RESIDENCE FROM: CLAIMED PROVED Yes STATE: 21. STANDARD FORM 50 REMARKS 22. CLEARANCES INITIAL OR SIGNATURE DATE REMARKS: B. CEIL. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL E. F. APPROVED E

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and – 18 requi	ire information which	nertains only to the act	ion requested, and NOT	u / anu ½ unu
Items 9 thru 18a status of	of the employee unless	specific items remain u	nchanged	710 the chirent
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item 18b — Signatu	re should be that of th	e official authorized to a	approve for the Career S	ervice to which
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ice snom	d approve and the othe	er Career Service should	l concur in Item 18, Ren	narks.
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ROUTING- The original on	ly of this form will be	e forwarded to the Offic	ce of Personnel through	the appropriate
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3. NATURE OF PERSON	NEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT	
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